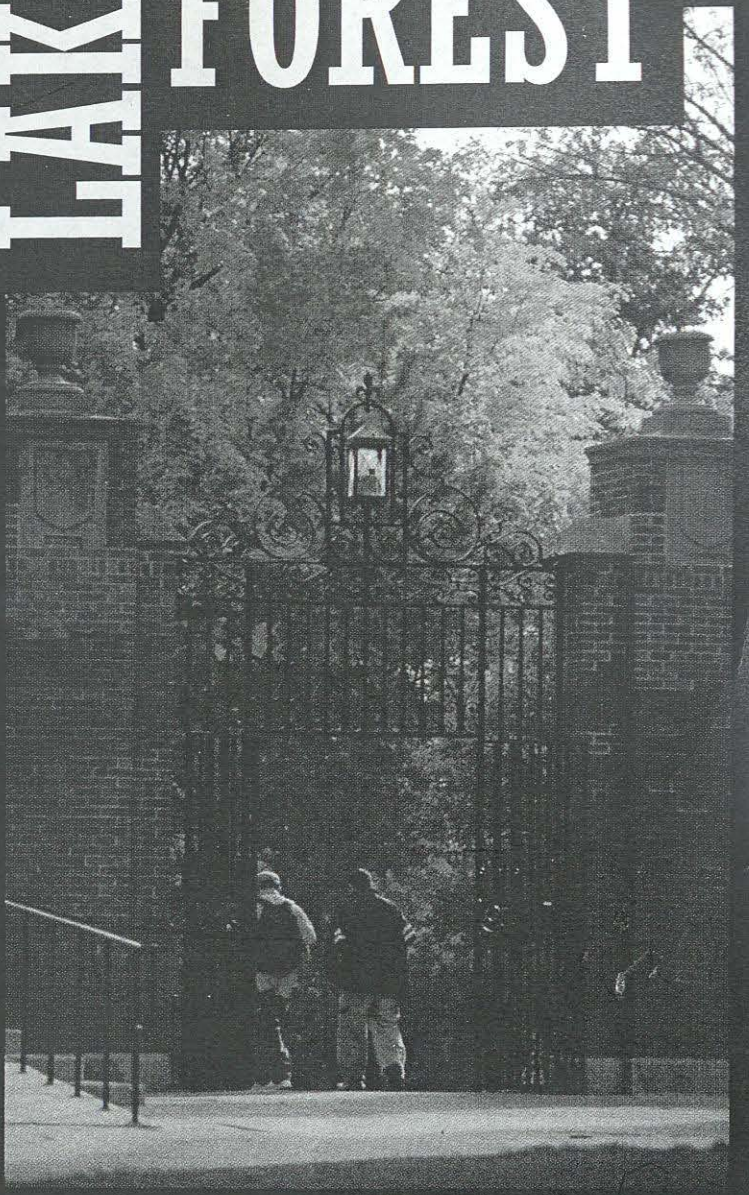
LAKE FOREST



LAKE FOREST COLLEGE
STUDENT HANDBOOK & PLANNER 2002–2003

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LAKE FOREST COLLEGE

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LAKE FOREST
COLLEGE

The policies and procedures included in this handbook are subject to update and revision. For the most recent information, please access the on-line handbook at www.lfc.edu/template.cgi?/activities/handbook.

HOURS

BOOKSTORE

Mon. - Thurs.	9:00 a.m. - 7:00 p.m.
Friday	9:00 a.m. - 4:00 p.m.
Saturday	12:00 a.m. - 4:00 p.m.

CAFETERIA

Mon. - Fri.	
Breakfast	7:30 a.m. - 9:00 a.m.
Cont. Breakfast	9:00 a.m. - 10:00 a.m.
Lunch	11:00 a.m. - 1:30 p.m.
Dinner	4:45 p.m.- 7:00 p.m.
Saturday	
Breakfast	9:00 a.m. - 10:00 a.m.
Lunch	11:30 a.m. - 1:30 p.m.
Sunday	
Cont. Breakfast	9:00 a.m. - 11:30 a.m.
Brunch	11:30 a.m. - 2:00 p.m.
Dinner	4:45 p.m. - 6:00 p.m.

OUTTA HERE

Mon. - Thurs.	7:30 a.m. - 7:30 p.m.
Friday	7:30 p.m. - 4:00 p.m.

CASHIER

Mon. - Fri. 8:30 a.m. - 5:00 p.m.
(no cash transactions after 3:30 p.m.)

COFFEEHOUSE

Mon. - Thurs.	8:30 a.m. - 11:00 p.m.
Friday	8:30 a.m. - 4:00 p.m.
Sunday	7:00p.m. - 11:00 p.m.

NOLLEN

Sat. - Thurs. 7:00 a.m. - 2:00 p.m.

DEERPATH

Sun. - Thurs. 7:00 a.m. - 12:00 a.m.

COMPUTER LABS

Johnson	24 hours
Nollen	24 hours
Donnelly	hours posted

DONNELLEY LIBRARY

Mon. - Thurs.	7:30 a.m. - midnight
Friday	7:30 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	noon - midnight

FREEMAN SCIENCE LIBRARY

(Hours may vary based on staff availability.)

Mon. - Thurs.	10:00 a.m. - 5:00 p.m.
	6:00 p.m. - 10:00 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Sunday	11:30 a.m. - midnight

HEALTH CENTER

Mon. - Fri.	8:30 a.m. - 12:30 p.m.
	1:00 p.m. - 4:30 p.m.

PRINTING SERVICES

Monday - Fri. 8:30 a.m.- 5:00 p.m.

SPORTS CENTER

Mon. - Thurs.	7:00 a.m. - 10:00 p.m.
Friday	7:00 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 8:00 p.m.
Sunday	12:00 p.m. - 10:00 p.m.

HALAS HALL WEIGHT ROOM

Mon. - Thurs.	3:00 p.m. - 10:00 p.m.
Friday	3:00 p.m. - 8:00 p.m.
Sat - Sun.	12:00 p.m. - 4:00 p.m.

REGULAR BUSINESS HOURS
(most campus offices)
Monday - Friday
8:30 a.m. - 12:00 p.m.
1:00 p.m. - 5:00 p.m.

Lake Forest College
555 North Sheridan Road
Lake Forest, IL 60045-2399
847.234.3100 (off campus) or 0 (on campus)

A MESSAGE FROM THE PRESIDENT

On behalf of Lake Forest College, I warmly welcome new and returning students to our College community. This is a very special place, where students, faculty and staff join together to provide an outstanding educational environment that is both challenging and supportive. We are glad you are here, and we look forward to your active participation in College life.

One of the most important resources at your disposal is the Dean of the College, Beth Tyler. The Dean's office is committed to assisting you in your academic, social, and personal development. The Dean and her staff are here to serve as a source of support, advice, and information while you pursue your academic and career goals. We want your college experience to be enjoyable and rewarding.

It is a pleasure to present you with this 2002-2003 Student Handbook and Academic Planner. This publication contains our College's rules and regulations, orientation schedules, information on academic support programs and services, successful student strategies, student academic planner, campus and off-campus resources, campus-wide events, and tips for planning ahead. Daily use of this book will enable you to become better organized and to manage your time more effectively.

Thanks are due to many individuals who made this project possible. Daniel López, Associate Dean of the College and Director of Intercultural Relations, has led this project; and Kim Minichiello, Irene McKirdy, and Karen Radelet have made extensive editing contributions. I hope you find this Student Handbook and Academic Planner informative and useful, and I look forward to meeting each of you personally during the year.

Sincerely,

Stephen D. Schutt
President of the College

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LAKE FOREST COLLEGE CALENDAR 2002-2003

FALL SEMESTER 2002

Wednesday	August	28	Registration
Thursday	August	29	First day of classes
Monday	September	2	Labor Day (classes held)
Wednesday	September	11	Last day for permissible change of registration, last day to register for credit/D/fail option
Wednesday	October	9	Warning grade reports due
Sat–Tue	October	19–22	Mid-semester break
Friday	November	1	Last day for approved withdrawal from a course with an automatic "W"
Thur–Sun	November	28–Dec 1	Thanksgiving break
Tuesday	December	10	Last day of classes
Wed–Thur	December	11–12	Reading days
Fri–Sat	December	13–14	Final exams
Sunday	December	15	Reading day
Mon–Wed	December	16–18	Final exams
Thur–Sun	December	19-Jan 12	Winter break*

SPRING SEMESTER 2002

Monday	January	13	Registration
Tuesday	January	14	First day of classes
Monday	January	27	Last day for permissible change of registration, last day to register for credit/D/fail option
Monday	February	24	Warning grade reports due
Sat–Sun	March	8–16	Mid-semester break**
Monday	March	24	Last day for approved withdrawal from a course with an automatic "W"
Tuesday	April	8	Student Symposium
Tuesday	April	29	Last day of classes
Wed–Thur	April	30-May 1	Reading days
Fri–Sat	May	2–3	Final exams
Sunday	May	4	Reading day
Mon–Wed	May	5–7	Final exams
Saturday	May	10	Commencement

*Residence halls and food services closed

**Residence halls open/food services closed

LAKE FOREST COLLEGE MISSION STATEMENT

Lake Forest College affirms that education ennobles the individual. Our curriculum engages students in the breadth of the liberal arts and the depth of traditional disciplines. We encourage students to read critically, reason analytically, communicate persuasively, and, above all, to think for themselves. We foster creative talent and independent research. We embrace cultural diversity. We honor achievement.

Our faculty of distinguished scholars takes pride in its commitment to teaching. We know our students by name and prepare them to become responsible citizens of the global community. We enable students, faculty, trustees, and administrators to solve problems in a civil manner, collectively. We maintain a secure residential campus of great beauty. We enrich our curriculum with the vibrant resources of Chicago.

Lake Forest College celebrates the personal growth that accompanies the quest for excellence.

STATEMENT OF RESPECT AND RESPONSIBILITY

We, at Lake Forest College, seek to sustain a creative, diverse, supportive academic community—one that provides a safe living and learning environment for growth and development and a home for many. We take responsibility for respecting the rights of others at all times, contributing positively to the community, and communicating effectively. To achieve these goals and to maintain a tradition of excellence, we commit ourselves to the following ideals:

Each member of the Lake Forest College Community shows Respect and Responsibility for

- individuality and diversity
- her or his own role in this community and the role of others
- the right to personal privacy
- the aspirations of all
- his or her own well-being, and the welfare of others
- public and private property
- guests and visitors

Each member of the Lake Forest College Community is responsible for

- honoring her or his commitments
- acting with personal integrity
- striving to develop intellectually
- upholding the highest standards of academic honesty
- maintaining confidentiality when appropriate
- ensuring that guests and visitors abide by community standards
- conducting open and civil debate

By thinking about and following the spirit of this statement, we create a stronger, more unified academic community of learning at Lake Forest College.

This statement was written by the students, faculty, staff, and alumni;
and it is endorsed by the College Life Committee and College Council.

SECTION I: ORIENTATION
CONNECTING COMMUNITIES: LAKE FOREST AND BEYOND

FIRST CONNECTION–INTERCULTURAL PRE-ORIENTATION

First Connection is a pre-orientation program held in advance of Lake Forest College's regular New Student Orientation. This is a three-day introduction to the Lake Forest College community, Lake County, the Midwest, and the United States. The program is available to the traditionally underrepresented student populations and any students with intercultural interests.

AUGUST 21-24, 2002 SCHEDULE

Wednesday, August 21

1 p.m.-5 p.m. **Check-in**
Intercultural Relations - Young Hall 222 - Middle Campus
Welcome! Your student mentors are on hand to help you move in and answer any questions you might have. Pick up your orientation program information.

5:30 p.m. **Pizza and Ice Cream Social (Informational Meeting)**
Cleveland Young - North Campus
Take a break from moving and stop by for a light dinner. Make your own sundae, relax, and watch a movie or two.

7 p.m. **Trip to the Vernon Hills Shopping Area (optional)**
Cleveland Young - North Campus
Did you forget to bring something? Don't worry; join us for a trip to Target or some other shops in the mall (Abercrombie, Gadzooks, Mr. Rags, Bath & Body Works, etc.) to pick up those forgotten items.

Thursday, August 22

9:00-9:20 am **President's Welcome**
Cleveland Young - North Campus
Come get an official welcome from President Steve Schutt, meet Intercultural Relations staff members, and enjoy a continental breakfast.

9:30-11 a.m. **Campus Tour & Introduction to Student Services**
Young Hall 222
Come learn where all the student services offices are located, what they can do for you, and who's who around campus.

11-11:15 am **Break**
Take time for yourself or talk with new friends.

11:15-12 pm **Classroom 101: Expectations & Transitions**
Young Hall 207 - Middle Campus
Nervous about your first class at Lake Forest College? Attend your first Lake Forest College Classroom experience. During this session you'll learn about and discuss classroom experience, classroom etiquette, advisor/student relationships, student rights, faculty and college expectations, and study tips.

12 p.m.- 1 pm **Breakout Session & Lunch**
Young Hall 207 & 111 - Middle Campus
Enjoy your lunch while your student mentors give you the "inside" scoop on how to be successful at Lake Forest College.

1 p.m - 2 p.m. **Bank Trip (optional)**
Outside Young Hall - Middle Campus
Do you need to open a local bank account? Then bring your money and paperwork to Young Hall and ride with us to the bank of your choice.

2:10 - 4 p.m. **Tour of Lake County**
Outside Young Hall - Middle Campus
Learn about what Lake County has to offer, including historic and recreational sites, shopping malls, movie theaters, retail stores, and other favorite hangout places.

4 p.m - 5 p.m. **Break**

5 p.m.- 6 p.m. **Barbeque Dinner**
Deerpath - North Campus

6 p.m. - 12 a.m. **Bowling with the Orientation Staff and Resident Assistants**
Blackstone and Harlan Gates - Middle Campus
Join us for Cosmic Bowling and lots of fun. Shuttles come back from the bowling alley at 8p.m., 10 p.m. and 12 a.m.

Friday, August 23

8:45 a.m. - 9 a.m. **Continental Breakfast**
3rd Floor Nollen Hall Meeting Room

9 a.m. - 10 a.m. **College Success Skills Seminar**
3rd Floor Nollen Hall Meeting Room
Making good grades and having good times is possible for you! A win-win attitude, simple time-management skills, study and note-taking skills, and stress management techniques can help you to become a successful and happy student.

10:15 - 11:15 a.m. **Home Away from Home**
Young Hall 207 and 111 - Middle Campus
What are issues that international college students might face? What are issues that domestic college students may face? Come discuss general college issues that match your background.

11:30 - 12 p.m. **30 Miles South**
Young Hall 111
On your own in Chicago? Come learn the ins and outs of transportation and many of the attractions to visit while in the city.

12:00 - 2 p.m. **Lunch at the Old Orchard Mall**

2 p.m. - 12 a.m. **Tour of Chicago Ethnic Neighborhoods**
Outside Young Hall - Middle Campus
Join us as we explore Chicago–the Windy City's rich ethnic neighborhoods. We will stop at various places to sightsee, shop, eat, and listen to live music. Bring spending money.

Saturday, August 24

9:00 a.m.–3 p.m. **Intercultural Relations Open House**
Young Hall - Middle Campus
Come show your parents what the Intercultural Relations Office has to offer.

NEW STUDENT ORIENTATION
CONNECTING COMMUNITIES: LAKE FOREST AND BEYOND

AUGUST 24 - SEPTEMBER 1, 2002

MANDATORY PROGRAM FOR ALL NEW STUDENTS

The New Student Orientation program is designed to assist you and your family in your successful transition and integration to Lake Forest College and its surrounding communities. This mandatory program will introduce you to faculty, staff, and peers; provide you with academic and co-curricular opportunities; inform you about the campus history and traditions, as well the College's policies and procedures; locate student support services and resources; develop realistic academic goals; and assist in the advisement and registration process. See Welcome Center for family schedule.

Saturday, August 24

9 a.m.-3 p.m. **Welcome Center/Check-in**
Young Hall
Before moving in, stop by the Welcome Center to pick-up your orientation program information.

9 a.m.-3 p.m. **Move into Residence Halls**
Welcome! Orientation staff and Residence Hall staff members are on hand to help you move in and answer any questions you might have.

9 a.m.-4 p.m. **Student ID Cards**
Security & Public Safety - Commons
Say cheese! Smile for your new permanent College ID, which is required to attend ALL college functions. Please bring your temporary ID and another form of identification.

5-6 p.m. **Orientation Leaders' Meeting**
See p10 for location (location is based on First Year Studies class)
Meet the current students who will be assisting you in your transition to Lake Forest College.

6-7 p.m. **President's Welcome/Dinner**
Sports Center - South Campus
President Schutt invites you and your family for dinner in the company of students, faculty, and staff.

7:30-8:45 p.m. **Mandatory Residence Hall Meeting**
Residence Halls
It is your first night on campus and you're sure to have questions. Meet your Residence Hall staff and get all the answers.

9-10:30 p.m. **Playfair**
Ice Arena
Meet your new classmates at this informative and interactive program.

10 p.m.-12 a.m. **Nollen and Commons Cafés Open**
Grab a cup of coffee and unwind from your busy day.

Sunday, August 25

8 - 9 a.m. **Breakfast**
Cafeteria - Commons
You must bring your Student ID.

8 a.m.-5 p.m. **Student ID Cards**
Security & Public Safety-Commons

9:45-10:30 a.m. **Orientation Leaders' Meeting**
See p10 for location.
Time to touch base with your orientation leaders and receive schedule updates.

10:30-11:30 a.m. **Making College Count**
Lily Reid Holt Memorial Chapel
Acquire the tools necessary to aid you in making a smooth transition to college and beyond.

11:45 a.m. **International Student Meeting**
Meyer Auditorium - Hotchkiss Hall
This mandatory session will review immigration regulations. Bring your passport, I94, and I20 forms.

11:30 a.m. **Students with Learning Disabilities Session**
Durand Lounge - Commons
Students with learning disabilities and their parents will learn about key academic support resources on campus, meet current students with learning disabilities, and schedule appointment times with the Counseling Center in order to discuss accommodations in the classroom.

11:30-1 p.m. **Sunday Brunch**
Cafeteria-Commons

1:30-2:30 **Community Expectations**
Lily Reid Holt Memorial Chapel
Learn how to be a part of your new community. This session will inform you about the College's policies and procedures, academic expectations, campus safety, diversity, and your personal responsibilities.

2:30 p.m. **Transfer Student Session**
Durand Lounge-Commons
This session is designed to acclimate you to the Lake Forest College community. You will have the opportunity to meet new and returning transfer students and other staff.

2:45-4:30 p.m. **First Year Studies Learning for Life Session**
See p10 for locations.
This is your first opportunity to meet your First Year Studies Professor/Advisor and schedule your advising appointment. Also during this session you will meet the faculty, staff, and upper-class students accompanying you on your Chicago Common Experience trip. You will receive information about the day and your selected Chicago institution.

4:00 p.m. **Resource Room**
Faculty Lounge
Stop by and gather information about resources available to Lake Forest College students on campus and in the surrounding community.

4:30 p.m. **Coaches' Corner**
Sports Center - South Campus
Come to this informal gathering where the Lake Forest College Athletic Staff will be available to meet with you and your family.

5:00 p.m. **Chicago Style Cookout**
Sports Center - South Campus
Stop by and join The Alumni Association, Student Alumni Association (SAA), faculty, and staff for a cookout, Chicago style. Grab a bite to eat with family members before they depart.

5:30-7:30 p.m. **New Athlete Physicals**
Sports Center - South Campus
Planning on trying out for a fall sport? Physical examinations are a must. Check with your coach for details.

7:30-11 p.m. **Foresters Spirit night**
South Campus
Show your Forester pride! The Athletic Department hosts this event. Be ready to show your spirit and compete for fabulous prizes.

Monday, August 26

8-9 a.m. **Breakfast**
Cafeteria - Commons

8 a.m.-5 p.m. **Student ID Cards**
Security & Public Safety-Commons

9 a.m.-4:30 p.m. **Individual Advisor Appointments**
Sign-up during Learning for Life Session

9 a.m.-11 a.m. **Breakout Sessions**
These sessions will address the issues that many new students face. We want to help you feel comfortable and aware of the importance of being healthy, happy, and focused. Choose one per hour.

9 a.m.- 10 a.m. **Creative Options for an Active Social Life**
Young Hall 320
Find out what Lake Forest College and area communities have to offer for an active social life. Come explore the options and find out what is right for you!

College Success Skills
Young Hall 117
The skills required to be successful at Lake Forest College differ from those in high school. This session will develop your study, listening, and note-taking skills.

A Day in the Life of a Lake Forest College Student
Young Hall 207
Find out about the College community through the eyes of upper-class students. Here is your chance to hear what life is like on and off campus.

10-11 a.m. **Sessions Repeat**

11-12 a.m. **Mandatory Student Surveys**
Lily Reid Holt Memorial Chapel
First Year Studies Class FIYS 101–FIYS 137
Take the first survey of your college career. No studying required.

11a.m. - 1 p.m. **Lunch**
Cafeteria - Commons

12-1 p.m. **Luncheon for Transfer Students & Advisors**
Pierson Rooms
Join Dean Tyler and your advisors for information on your new college over lunch.

12-1 p.m. **Mandatory Student Surveys**
Lily Reid Holt Memorial Chapel
First Year Studies Class FIYS 138 – FIYS 169
Take the first survey of your college career. No studying required.

1-3 p.m. **Orientation Leaders' Meeting**
Walking Tour of Lake Forest
Be a part of the tradition. Current students will lead a walking tour of downtown Lake Forest. Local businesses will welcome you to the Lake Forest area.

3-5:30 p.m. **Varsity Athletic Team Tryouts and Practice for Fall Teams**
Sports Center

5-6:30 p.m. **Dinner**
Cafeteria - Commons

9:00-11 p.m. **Residence Hall Activity**
Residence Hall

Tuesday, August 27

7:30-9 a.m. **Breakfast**
Cafeteria - Commons

8 a.m.-5 p.m. **Student ID Cards**
Security & Public Safety - Commons

9 a.m.-4:30 p.m. **Individual Advisor Appointments**
Sign up during Learning for Life Session

9 a.m.-12 p.m. **Dollars and Sense by FIYS Class**
Lily Reid Holt Chapel
See p11 for FIYS class times
Information will be shared on how to plan for expenses, keep down your debt, explore financial aid and student employment options, and stretch your resources to last throughout the academic year. This session is MANDATORY for all financial aid recipients and all students who wish to work on campus.

9 a.m.-10 a.m. **Get Involved!**
McCormick Auditorium

Find out about the College community through the eyes of upper-class students. Here is your chance to hear what life is really like on and off campus.

10-11 a.m. **Get Your Social Security Card**
Pierson Rooms
Are you an international student? Come to this mandatory session. Bring passport, I94, and 120 forms. Canadians, bring your birth certificate.

10 a.m.-11 a.m. **Get Involved!**
McCormick Auditorium
Find out about the College community through the eyes of upper class students. Here is your chance to hear what life is really like on and off campus.

10-11 a.m. **Orientation Leaders' Meeting**
Location and time arranged by your Orientation Leaders

11a.m.-12 p.m. **Orientation Leaders' Meeting**
Location and time arranged by your Orientation Leaders

12-1 p.m. **Lunch**
Cafeteria - Commons

12-1 p.m. **Commuter Student Lunch**
Pierson Rooms - Commons
Commuters, this is your chance to ask questions and find out everything you need to know abut being a commuter at the College.

1-3 p.m. **New Student Staff Orientation**
Report to your job site.
If you have been offered a job, you must report to your office/department for this mandatory orientation session. If you would like a job and have not been assigned a job site, please report to the Business Office.

2:30-5 p.m. **Varsity Athletic Team Tryouts and Practice for Fall Teams**
Sports Center - South Campus

6:15-7:30 p.m. **Matriculation Dinner**
Cafeteria - Commons
This is a meaningful occasion for all new students. You will be sitting with faculty, staff, alumni, and fellow classmates. Dressy casual attire.

7:45-8:30 p.m. **Matriculation Ceremony**
First Presbyterian Church
This Lake Forest tradition is your official induction into the College. The ceremony includes a welcome from President Schutt and formal signing of the College Book by all new students.

Wednesday, August 28

7:30-9 a.m. **Breakfast**
Cafeteria - Commons

9 a.m. **First-Year Studies Chicago Common Experience**
South Campus
Visit one of Chicago's famous cultural sites in the company of fellow classmates and faculty members.

5:00 p.m. **Dinner in Chicago**
Chicago area
Join your First Year Studies class for dinner and discussion at a Chicago area establishment.

Thursday, August 29
First Day of Classes

1:00-7:00 p.m. **Chicago El Scavenger Hunt and Dinner**
Bring $5.00 towards dinner. Co-sponsored by RAF program and Chicago Alliance.

9:00 p.m. **Mandatory Residence Hall Meeting**
Residence Halls

Friday, August 30
11:30a.m.-1:30 p.m. **Involvement Fair**
Outside Commons
Find out about Lake Forest College's 50+ student organizations. Learn the many ways students can become socially and academically involved, and see what off-campus resources are available.

9:00 p.m. **Great Outdoor Movie**
Middle Campus
The 900 square foot screen and the surround-sound speaker system will blow you away at this outdoor tradition. Bring your blankets, lawn chairs, and favorite movie snacks. The Campus Entertainment Committee (CEC) sponsors this event.

Saturday, August 31
10 a.m.-10 p.m. **Trip to Gurnee Mills Shopping Center**
Commons
One of the biggest outlet malls in the country can be found only miles from Lake Forest College, so come and explore this great place with a couple of new friends.

1:00-7:00 p.m. **Chicago eL Scavenger Hunt and Dinner**
Bring $5.00 towards dinner. Co-sponsored by RAF program and Chicago Alliance

4:00-6:00 p.m. **Fraternity and Sorority Picnic**
Middle Campus
Find out what it means to be Greek at Lake Forest College. Stop by, grab a bite to eat, and make the connection!

10 a.m.-10 p.m. **Trip to Great America**
Sign up at Leadership and Community Involvement-Commons
Cost: $25. Thrill seeker's delight at the Midwest's premier amusement park.

Sunday, September 1
10 a.m.-10 p.m. **Vernon Hills Shopping Center Trip**
Commons

Saturday, September 8
12 p.m.-5 p.m. **Community Service Activities**
Become a part of the surrounding community by volunteering at a local service organization.

NEW STUDENT ORIENTATION PLANNING COMMITTEE

Martha Kelly Bates, Alumni Programs
Jerry Cebrzynski, Financial Aid
Jerry Cooper, Security and Public Safety
Tina Cowan, Business Office
Valerie Gude, Admissions
Diane Kanney, Athletics
Daniel López, Dean of the College Office
Bill Motzer, Admissions
Pat Pohl, Counseling Center
David Siebert, Facilities Management
Cory Stevens, Library
Kris Sundberg, Admissions
Liz Thomson, Chicago Alliance

2002 NEW STUDENT ORIENTATION STAFF

Keri McCoy '03, **Orientation Coordinator**
Jeanne Andersen'03, **Assistant Orientation Coordinator**

Team Orientation Leaders/First-Year Peer Mentors (13)
Karl Borchers '04
Kristi Bouromphongsa '03
Christina Christ '03
D'Anne Duncan '04
Sarah Ehrsam '04
Katie Hosker '05
Janet Kapala '03
Bethany Kemper '03
Stephanie Lambe '05
Emmanuel Malasaga'03
Sharon Milroy '03
Deanna Paisley '03
Christy Stevens '03

Orientation Leaders (45)
Michael Ahern '04
Amy Armstrong '05
Amber Marie Birch '03
Kristin Brandt '03
Lesley Busch '03
Megan Carroll '04
Samantha Coppi '03
Jennifer Dlugosz '03
Katie Eichberger '03
Bill Eichstaedt '04
Lacey Eimerman '03
Paige Esbrook '03
Joshua Fisehel '03
Nicholas Fugate '04
Patrick Haag '04
Heather Halle '04
Olga Havell '04
Megan Heatherly '03
Wes Hensel '03
Eric Heyboer '03
Jaclyn Ishaya '03
Jennifer Jacobson '05
Kathryn Koenig '04
David Krich '03
Cindy Lambert '05
Jamie Larsen '04
Fredrick Laurino '03
Laure Madison '03
Rachel McCain '05
Amie McClung '03
Tanya Mijajlovic '05
Stefanie Murauskas '05
Kendra Patterson '03
Melissa Pugh '05
Kerry Ryan '03
Amanda Schultz '05
Silvia Skripkauskaite '04
Kim Solomon '03
Lydia Swift '05
Leslie Tish '03
Derrick Tiveron '03
Courtney Urlakis '04
Jill Walters '04
Kristen Waspi '04
Lana Williams '03

PRE-ORIENTATION COORDINATORS MENTORS

Ruth Alazraki '05
David Browne '04
Jermeitrik Christian '03
Gregory Larnell '04
Christine Mojekwu-Ojong '05
Lee Slaughter '04
Erica Thomas '04

FIRST-YEAR STUDIES COURSE LOCATIONS

Your First-Year Studies class will meet for the first time for the "Learning for Life" session on Sunday, August 25, from 2:45-4:30 p.m., in the following locations:

COURSE TITLE		FACULTY	BLDG.	RM.
FIYS 101:	General Chemistry I Lab	Laura Kateley	Johnson A	1
FIYS 102:	General Physics Lab	Harold Schnyders	Johnson A	100
FIYS 104:	Mathematics of Games and Gambling	Edward Packel	Young	207
FIYS 107:	Vertebrate Paleontology	Laura Panko	Johnson A	200
FIYS 125:	Cultural Perspectives International Business	Les Dlabay	Young	505
FIYS 127:	Health Care US: Problems And Prospects	Allison Roberts	Young	313
FIYS 130:	Environmental Psychology	Kathryn Dohrmann	Hotchkiss	101
FIYS 138:	Human Rights in the Middle East	Ghada Talhami	Young	517
FIYS 139:	American Higher Education: History, Reality, and Impact	Marita Labedz-Poll	Young	111
FIYS 142:	Roots Music in American Society	W. Rand Smith	Young	505
FIYS 144:	Anthropology of Aging	Marc Moskowitz	Hotchkiss	205
FIYS 146:	Anthropology of Death & Dying	Heather Levi	Hotchkiss	300
FIYS 151:	War and the Challenge of Pacifism	Louis Lombardi	Durand	202
FIYS 152:	Logic and Styles of Argument	Rosalind Carey	Durand	103
FIYS 154:	Understanding Language	Jean-Luc Garneau	Carnegie	304
FIYS 156:	Love in Literature and Society	Clayton Gray	Carnegie	204
FIYS 161:	Changing Rules: Gen. of Geniuses	Lois Barr	Campus Circle #7	101
FIYS 165:	Theater Experience	Dennis Mae	Hixon Hall	200
FIYS 166:	China and Japan Compared	Shiwei Chen	Young Hall	510
FIYS 167:	Elvis!	Steven Rosswurm	Young Hall	309
FIYS 171:	War & Violence in American Visual Images	Christine Bell	Durand	209
FIYS172:	Women, Power & Representative Renaissance	Ann Roberts	Durand	208
FIYS 173:	19th Century Women Writers	Bernice Gallagher	Carnegie	102
FIYS 174:	African American Literary Voices	Judy Massey Dozier	Carnegie	208
FIYS 175:	Literature, Art & Rebellious Consumers	Davis Schneiderman	Carnegie	108

DOLLARS AND SENSE SESSION SCHEDULE

Below you will find a list of the MANDATORY Dollars and Sense session, the time and location. Please find your First Year Studies Professor's name to find your session time.

Tuesday, August 27
Dollars & Sense Sessions
Lily Reid Holt Memorial Chapel

Time	Freshman Studies Class by Professor
9 - 10 a.m.	Barr, Chen, Dohrmann, Moskowitz, Panko, Schneiderman, Schnyders, & Talhami.
10 - 11 a.m.	Bell, Carey, Dozier, Garneau, Gray Jr., Lombardi, Packel, Rosswurm, & Smith.
11-12p.m.	Dlabay, Gallagher, Kateley, Labedz-Poll, Levi, Mae, Ann Roberts, & Allison Roberts.

STUDENT SERVICES ORIENTATION OPEN HOUSE OFFICE HOURS

Saturday, August 24 and Sunday, August 25

OFFICE & PHONE	SATURDAY August 24	SUNDAY August 25
Admissions ext. 5000	9am-3pm	Closed
Bookstore ext. 5221	10am-3pm	10am-3pm
Business Office ext. 5030	9am-3pm	Closed
Career Development Center	10am-4pm	10am-4pm
Counseling Center ext. 5240	9am-3pm	on call
Dean of the College ext. 5200	9am-3pm	9am-3pm
Financial Aid ext. 5103	9am-3pm	Closed
Intercultural Relations	9am-3pm	9am-3pm
Leadership and Community Involvement	9am-3pm	9am-3pm
Mail Services ext. 5037	10am-4:30pm	12-4 p.m.
Welcome Center	9 am –3pm	Closed

RESIDENCE LIFE STAFF 2002-2003

AREA A: McClure, Nollen, Roberts

TBA, Coordinator for McClure, Nollen, & Roberts

MCCLURE HALL
MC 101 Greg Larnell '04, Head Resident
MC 159 Lincoln Coverdale '05
MC 209 Sarah Shepherd '05
MC 359 Ellen Lillegard '05

NOLLEN HALL
NO 301 Amy Gentry '03, Head Resident
NO 017 TBA
NO 149 James Chambers '05
NO 201 Allison McKenna '04

ROBERTS HALL
RO 101 Kevin Holmes '03, Head Resident
RO 159 Yinka Owolabi '05
RO 209 Brad Saint '04
RO 309 TBA
RO 359 Jason Rebello '04

AREA B: Blackstone, Gregory, Harlan, Moore

Shannon McKenzie, Assistant Director of Residence Life / Coordinator for Gregory, Moore, Blackstone, & Harlan

BLACKSTONE HALL
BL 109 Mark Thompson '03, Head Resident
BL 207 Michele McNeeley '03
BL 224 Nancy Zomaya '05
BL 304 Ihsan Leggett '03

GREGORY HALL
GR 100 Sam Rush '03, Head Resident
GR 159 Kim Seese '03
GR 309 Stephanie Metzger '04
GR 359 M. Randy Watts '03

HARLAN HALL
HA 109 Jennifer Beal '03, Head Resident
HA 207 TBA
HA 224 John Fenoglio '05
HA 304 Christa Rutt '04

MOORE HALL
MO 100 Andrew Fenton '03, Head Resident
MO 205 Christina Athas '04
MO 313 Andrew Cochran '05
MO 406 Ian Thompson '03

AREA C: Cleveland-Young, Deerpath, Lois

Lester Manzano, Director of Residence Life / Coordinator for Cleveland-Young, Deerpath, Lois & Dougherty

CLEVELAND-YOUNG INTERNATIONAL HOUSE
CL 235 Kemi Abiona '03, Head Resident
CL 323 Hector Gardea, Jr. '05

DEERPATH HALL
DE 102 Kat McCauley '03, Head Resident
DE 017 Thomas Rollins '05
DE 221 Chris Regens '03
DE 321 Ebonye Bowie '03

LOIS HALL
LO 105 Katie Cotter '04, Head Resident
LO 211 Anita Birse '04
LO 322 Tiffany Martinez '05

DOUGHTERTY HALL @ BARAT
DO—TBA

forester pipeline

Lake Forest College's Campus Pipeline is a secure website, which provides students, faculty, and administrative staff with world-class Intranet and Internet services. This is where you can read your e-mail, check out your course web pages, and get information about events on campus. You can also look up your College transcripts and tuition statements.

Here's what you'll find inside:

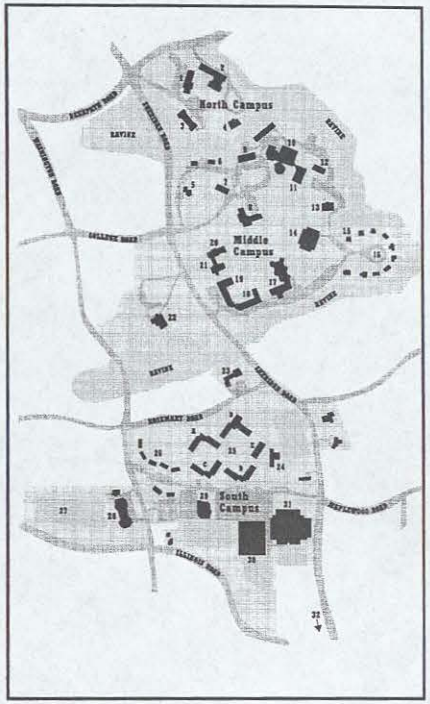
- My Pipeline - See personalized announcements and important campus news. Review the College calendar and customize your headlines for news, sports, technology, and entertainment.
- School Services - Review course schedules, e-mail faculty, and use message boards or chat to communicate with students and faculty. Check your grades and visit career and research resources.
- Campus Life - Create your own web page, check local weather, visit clubs and other campus organizations, plus review campus event postings.
- Web Life - Listen to music, watch a video, shop world-class online stores, and explore the best in online media and entertainment.

For additional questions about Forester Pipeline, contact Diane Snedden at ext. 5113 or via e-mail at snedden@lakeforest.edu.

CAMPUS MAP–2002

1 Durand Art Institute
2 Deerpath Hall (residence hall)
3 Lois Durand Hall (residence hall)
4 Cleveland–Young International Center (residence hall)
5 Patterson Lodge—Admissions and Financial Aid
6 Ravine Lodge—Career Development Center, Interfaith Center
7 North Hall—Administration, Business Office, Registrar
8 Young Hall—Economics and Business, History, Mathematics and Computer Science, Politics, Dean of the College, Intercultural Relations, Printing Services
9 Facilities Management
10 Johnson Science Center
11 McCormick Auditorium
12 Carnegie Hall—English, Foreign Languages
13 Hotchkiss Hall—Psychology, Sociology and Anthropology, Meyer Auditorium, Counseling Center
14 Donnelley Library
15 Campus Circle 7—Foreign Languages and Literatures
16 Faculty Housing
17 Commons—Cafeteria, Leadership and Community Involvement Office, Calvin Durand Study Lounge, Bookstore, Mailroom
18 Harlan Hall (residence hall)
19 Blackstone Hall (residence hall)
20 Reid Hall—Education, Music, Religion
21 Lily Reid Holt Memorial Chapel
22 Glen Rowan House—Conference Center
23 Future Alumni and Career Development Center
24 Hixon Hall—Theater
25 South Campus Quadrangle (residence halls)
- A Gregory Hall
- B Nollen Hall
- C McClure Hall
- D Roberts Hall
- E Moore Hall

26 Faculty Housing
27 Farwell Field—Football Field
28 Halas Hall—Athletic Department
29 Lake Forest Graduate School of Management (not part of the College)
30 Alumni Memorial Field House—Indoor Ice Rink
31 Sports Center—Athletics, Health Center
32 President's House



LOCAL COMMUNITY RESOURCES

Lake Forest

Banking Services

Bank One
300 E. Illinois
(847) 234-7111

First Midwest Bank
241 E. Deerpath Rd.
(847) 234-7000

Lake Forest Bank
727 N. Bank Ln.
(847) 234-2882

Northern Trust Bank
Lake Forest
265 E. Deerpath Ln.
(847) 234-5100

Food

Burger King
950 N. Western Ave.
(847) 295-5080

Don's Finest Foods
850 N. Western Ave.
(847) 234-2700

Egg Harbor Café
512 N. Western Ave.
(847) 295-3449

Einstein's Bagels
728 N. Western Ave.
(847) 615-9888

Ferentino's Pizzeria
842 N. Western Ave.
(847) 295-8888

Foodstuffs
255 E. Westminister
(847) 234-6000

Jewel-Osco
910 N. Western Ave.
(847) 234-6385

King Maa
950 N. Western Ave.
(847) 604-9660

Lake Forest Food & Wine
672 N. Western Ave
(847) 295-0620

The Lantern
768 N. Western Ave.
(847) 234-9844

Southgate Café
665 Forest Ave.
(847) 234-8800

Starbucks Café
722 N. Bank Ln.
(847) 234-5420

Sweets
284 E. Deerpath Rd.
(847) 295-1111

Shopping/Other

Blockbuster Video
240 E. Deerpath Rd.
(847) 735-0416

CVS Pharmacy
500 N. Western Ave.
(847) 810-5990

B. Dalton Bookseller
Market Square
(847) 295-1107

The Gap
Deerpath Plaza
(847) 234-8394

Lake Forest Library
360 E. Deerpath Rd.
(847) 234-6789

Lake Forest Photo
620 N. Western Ave.
(847) 295-2272

North Shore Cleaners
950 N. Western Ave.
(847) 295-5665

Walgreens
296 E. Deerpath Ln.
(847) 234-0740

Highwood

Food

Buffo's
4312 Sheridan Rd.
(847) 432-0301

Hoagie Hut
17 Bank Ln.
(847) 432-3262

Quizno's Classic Subs
766 Sheridan Rd.
(847) 681-8351

Subway
818 Sheridan Rd.
(847) 433-5870

Sweetie Pie's Ice Cream Parlor & Restaurant
764 Sheridan Rd.
(847) 433-0648

Tacos El Norte
118 Washington Ave.
(847) 432-1730

Yiannis Opa!
440 Greenbay Rd.
(847) 266-1700

Other: Bowling
Highwood Lanes
210 Greenbay Rd.
(847) 433-0304

Vernon Hills
Food
B. D.'s Mongolian Barbecue
445 E. Townline Rd.
(847) 247-9600

Chili's Bar & Grill
567 E. Town Line Rd.
(847) 680-0011

Olive Garden
701 N. Milwaukee Ave.
(847) 816-0293

On The Border
535 Lakeview Parkway
(847) 918-8235

Portillo's/Barnelli's Pasta Bowl
221 E. Town Line Rd.
(847) 367-7290

T.G.I. Friday's
151 E. Town Line Rd.
(847) 680-9980

Shopping/Other
Best Buy
701 N. Milwaukee Ave.
(847) 549-9616

Circuit City
551 N. Milwaukee Ave.
(847) 362-2014

Hawthorn Mall
N. Milwaukee Ave.
(847) 362-6620
(J.C. Penney, Sears, Marshall Field's, Carson Pirie Scott)

Kohl's
235 N. Milwaukee Ave.
(847) 913-9800

Linens & Things
700 N. Milwaukee Ave.
(847) 573-8339

Office Depot
701 N. Milwaukee Ave.
(847) 549-0199

Showplace 8 Movie Theater
555 N. Lakeview Parkway
(847) 247-8958

Target
313 E. Town Line Rd.
(847) 680-0390

T. J. Maxx
701 N. Milwaukee Ave.
(847) 816-8118

Wal-Mart
555 E. Town Line Rd.
(847) 918-0555

Lake Bluff
Food
Bluffington's Cafe
113 E. Scranton Ave.
(847) 295-3344

Domino's Pizza
30 East Scranton Ave.
(847) 295-5900

The Silo Restaurant
625 Rockland Rd.
(847) 295-3344

Subway
217 S. Waukegan Rd.
(847) 295-7827

LAKE FOREST AREA HOUSES OF WORSHIP

Baptist
First Baptist Church
673 Oakwood Ave, Lake Forest IL 60045
(847) 234-2770

Catholic
St Mary's Church
175 E Illinois Rd, Lake Forest IL 60045
(847) 234-0205

St Patrick's Church
991 S Waukegan Rd, Lake Forest IL 60045
(847) 234-1401

Lutheran
Faith Lutheran Church
680 W Deerpath Rd, Lake Forest IL 60045
(847) 234-1868

St James Lutheran Church
1380 N Waukegan Rd, Lake Forest IL 60045
(847) 234-4859

Presbyterian
First Presbyterian Church
700 N Sheridan Rd, Lake Forest IL 60045
(847) 295-1214

Epsicopal
Church Of The Holy Spirit
400 E Westminster Rd, Lake Forest IL 60045
(847) 234-7633

Evangelical
Christ Church Lake Forest
100 N Waukegan Rd, Lake Forest IL 60045
(847) 234-1001

Other Churches, Synagogues & Mosques Around the Area

First Church Of Christ Scientist
509 E. Deerpath Rd, Lake Forest IL 60045
(847) 234-5060

Christian Science Church
509 E Deerpath Rd, Lake Forest IL 60045
(847) 234-5060

Church Of The Convenants
350 E Deerpath Rd, Lake Forest IL 60045
(847) (847) 234-1809

Friends Meeting Of Lake Forest
101 W Old Elm Rd, Lake Forest IL 60045
(847) 234-8410

Bahai House Of Worship
100 Linden Ave, Wilmete IL 60091
(847) 256-4400

Congregational Beth-El
(Conservative Judaism)
1175 Sheridan Rd, Highland Park IL 60035
(847) 432-8900

Congregation B'nai Torah (Reform Judiasm)
2789 Oak Rd, Highland Park IL 60035
(847) 433-7100

Grace United Methodist Church
244 E. Center Ave, Lake Bluff IL 60044
(847) 234-9163

Islamic Cultural Center
800 Pfingsten Rd, Northbrook IL 60062
(847) 272-0319

North Shore Congregation Isreal
(Reform Judiasm)
1185 Sheridan Rd, Glencoe IL 60022
(847) 835-0724

Saints Peter And Paul (Greek Orthodox)
1401 Wagner Rd, Glenview IL 60025
(847) 729-2235

Trinity United Church Of Christ
760 North Ave, Deerfield IL 60015
(847) 945-5050

Zen Affiliated Center Of Rochester
2029 Ridge Ave, Evanston IL 60201
(847) 475-3015

CHICAGO ETHNIC & CULTURAL NEIGHBORHOODS

Chicago is a city with a great deal of ethnic & cultural diversity. If you are looking for something fun and exciting to do, check out some of Chicago's cultural communities. (see p. 19 for Chicago area map).

African American Community
South Shore Community - 67th Street on the north and 79th Street on the south. South Shore is a bustling community with majestic residential properties, several commercial strips, and more African-American artists and arts organizations than any other neighborhood.

Andersonville
Andersonville is technically in the greater neighborhood of Edgewater/Uptown, but it is around Clark Street. This is predominantly a Gay, Lesbian, Bisexual, and Transgender (GLBT) community. The Womyn's area is from Granville to Foster with Clark St. being its backbone. GLBT-owned and-friendly places are everywhere. There are also many Middle Eastern and Mediterranean restaurants located here.

Chinatown
Located between Wentworth Avenue and Cermak Road, this area offers unique shops, restaurants, and services that adorn this cultural community.

GLBT Community, a.k.a. "Boys Town"
The area begins approximately on the north side at Halsted/Addison to Halsted/Belmont. Halsted is denoted by the recently marked "glowing, rainbow pylons" where one can find shops, restaurants, hair cutting places, print shops, bookstores, and more that are either gay-owned or gay-friendly.

Humboldt Park
Located on the northwest side of the city, Humboldt Park area is home to the Puerto Rican community.

Greektown
Located between Halsted and Jackson. Various Greek restaurants line South Halsted between 200 S. to 400 S. Halsted.

Indian/Pakistani Community
Located between 2400 W. Devon to approximately 2900 W. Devon. A variety of Indian and Pakistani shops and restaurants line this bustling avenue.

Lincoln Square, a.k.a. Germantown
Lincoln Square is located in the larger area called Ravenswood. Here one can find several small German shops, restaurants, and cafés, as well as a drama theatre, where Faust or some other well-known German play is being shown.

Pilsen/Little Village
On the South Side, stretching east to west from the river to the city limits and north to south from roughly 16th street, this is a hub of Mexican heritage and a budding artists' colony.

Ukranian Village
Located on both sides of Chicago Avenue from Damen Avenue to beyond Western Avenue, Ukrainian Village is a spirited ethnic enclave and a close-knit homogeneous community where distinctions of religion, language, and nationality play an important role.

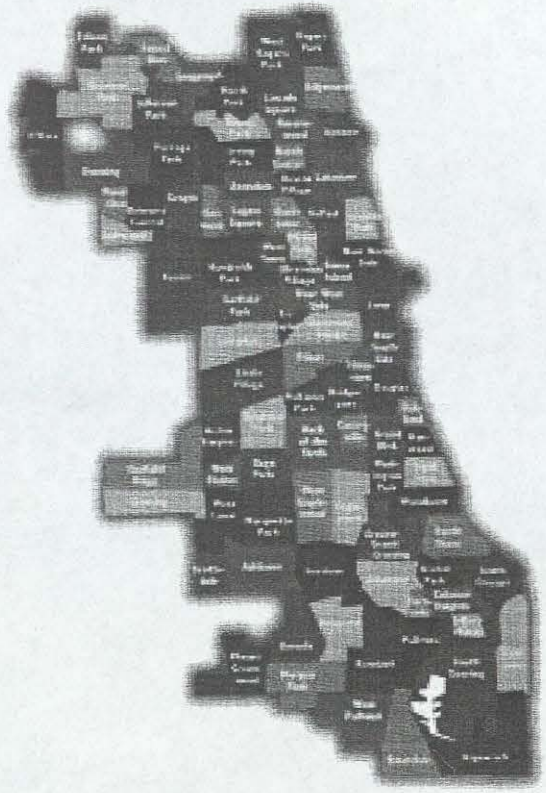
Polish Community
Chicago has the largest Polish population outside of Warsaw. This area, located in the southwest side of the city, offers shops, restaurants, grocery stores, and community organizations.

Vietnamese Town, a.k.a. Little Saigon or New Chinatown
Located on Broadway (between Bryn Mawr and Lawrence), includes shops, restaurants, community service organizations, grocery stores, and cafés. The larger neighborhood is called Uptown/Edgewater.

Swedish Community/Andersonville
Located between Foster & Spaulding/Foster & Clark. Remnants of a highly populated Swedish/Norwegian community are the Swedish restaurant Tre Kronor at 3258 W. Foster and the Sweden Shop at 3304 W. Foster. The area between 5200 and 5400 N. Clark features Swedish restaurants and shops, as well as the Swedish American Museum Association of Chicago. In addition, there are two Swedish delis, a Swedish bakery, and Swedish restaurant, Ann Sather's.

Yaohan (Japanese)
Located in the northwest suburb of Arlington Heights, 100 E. Algonquin Rd., this Japanese shopping center houses a grocery store, a book and video shop, a travel center, a Japanese ceramic shop, a toy shop, and a Japanese fast food court.

Chicago Ethnic Neighborhoods Map



SECTION II: STUDENT SERVICES

ADMISSIONS

Patterson Lodge, ext. 5000

The Admissions staff encourages the participation of students, faculty, and staff in the admission process since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and help students plan for college. Students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

ALUMNI AND DEVELOPMENT

North Hall, Third and Fourth Floors, ext. 6000

The Office of Alumni and Development reaches out to the College's external constituencies. Responsibilities include raising financial support; maintaining contact with alumni, past and present parents, and friends; and organizing certain events (including Homecoming & Reunion, Family Weekend, and alumni activities).

ALUMNI AND PARENT RELATIONS

North Hall, Fourth Floor. ext. 6000

The Alumni Programs Office organizes activities to maintain relations with former students of the College. The office also has specific programming that facilitates interaction between alumni and current students via the Alumni Association, Student Alumni Association, and special events and activities.

ATHLETICS AND PHYSICAL EDUCATION

Sports Center, Ice Rink, and Halas Hall, ext. 5285

The athletics program is designed to serve student needs and interests in five distinct areas: varsity athletics, club sports, intramurals, physical education, and general recreation. Facilities are available for racquetball, handball, indoor and outdoor volleyball, tennis, weight training, hockey, ice skating, basketball, swimming, and general fitness. Facility hours for the Sports Center and Halas Hall, including pool and weight room hours, are posted by the main entrance of each building. Gym hours are posted monthly. The fitness room is open whenever the building is open. Halas Hall hours are posted at the Sports Center and at Halas Hall. Public locker rooms, equipped with showers (and saunas in the Sports Center), are available in the Sports Center and Halas Hall. No permanent lockers are issued; consequently, locks must be removed after each visit. The ice rink is available for free skating, and those hours are posted in the rink and on the facility hours poster. There are no locker rooms available at the ice rink. Lake Forest College identification is required for entrance to all buildings and for use of all facilities. Lake Forest is a member of the NCAA Division III, competing in both the Midwest Conference and the Northern Collegiate Hockey Association. The College sponsors 17 varsity sports (basketball, cross-country, football, handball, hockey, soccer, swimming/diving, and tennis for men; basketball, cross-country, handball, hockey, soccer, softball, swimming/diving, tennis, and volleyball for women). All teams have open tryouts, and you should contact the respective sports coach if you are interested. The College has an extensive club sports program. These student-run programs compete against local colleges and clubs both on and off the Lake Forest campus. Some of the sports offered at this level include baseball, rugby, men's and women's lacrosse, men's volleyball, golf, sailing, water polo, track, and fencing. For more extensive information, please turn to the Club Sports section in this handbook. Intramural programming runs throughout the academic year and is open to students of any talent level. The most popular intramurals are indoor soccer, basketball (3 on 3 and 5 on 5), volleyball, hockey, and flag football. Students can sign up for these sports and others at the Sports Center or LCI. Physical education classes are offered on a credit basis to encourage participation. A list of these classes can be found in the annual course schedules, and students should register for these classes through the Registrar's Office. Currently the Athletic Department offers classes in golf, racquetball, lifetime wellness, lifetime fitness, lifeguarding, scuba diving, weight training, advanced conditioning, and aerobics.

BUSINESS OFFICE

North Hall, First Floor, ext. 5030

The Business Office oversees the Cashier, Facilities Management Department, Financial Aid, Purchasing and Accounts Payable, Student Accounts, and Personnel Offices. In addition, the Business Office is responsible for student employment and all internal accounting, budgeting, and accounting for special funds and grants.

CAREER DEVELOPMENT CENTER

Ravine Lodge, ext. 5235

The Career Development Center (CDC) assists students develop career objectives and prepare post-graduate plans. A wide variety of resources are available to aid the student; for example,

- alumni contact and employer databases;
- information and employer network (alumni and employer contract information);
- reference books on a variety of careers;
- graduate school directories and catalogs;
- notices of full-time and part-time jobs, internships, and special opportunities and programs;
- credential file service;
- on campus recruiting including the Illinois Small College Placement Association; and
- Web-based resume referral service.

The CDC also provides workshops on writing résumés and cover letters, graduate school preparation, job hunting tips, etc., throughout the year. Other activities include the CDC Alumni Mentor Program, résumé CD service, and the Alumni Ambassador program.

COMMUNITY EDUCATION AND GRADUATE PROGRAM IN LIBERAL STUDIES

Young Hall 222, ext. 5083

This office aims to meet the needs of nontraditional-age students returning to school, both at the undergraduate and graduate levels. It provides academic counseling, as well as other support, to nontraditional-age students. The Graduate Program in Liberal Studies is an innovative liberal-arts program for adults.

DEAN OF THE COLLEGE OFFICE

Young Hall 212, ext. 5200

The Dean of the College staff is responsible for academic advising, student learning programs, residential life, student conduct matters outside the classroom, withdrawal from the College, new student orientation, student records, vending, veteran affairs, emergency/off-campus program loans, and review of damage charges. In addition, the Dean of the College Office oversees Chicago Alliance, Counseling Center, Intercultural Relations, Leadership and Community Involvement, Residence Life, Security and Public Safety, and Student Health Center.

ACADEMIC ADVISING

Young Hall 212, ext. 5200

The Dean of the College Office provides holistic academic advising for students with academic difficulties via periodic student conferences. The staff also monitors the academic progress of students and co-sponsors academic, and co-curricular, and provides appropriate referrals.

CHICAGO ALLIANCE

Commons 102, ext. 6021

Founded in 1998, Chicago Alliance (CA) helps the College community more efficiently and effectively utilize Chicago's academic, career, cultural, and social resources through off-campus excursions and on-campus programming. The Alliance works collaboratively with students, faculty, staff, alumni, and Chicago/Chicagoland institutions in deliberate programming to ensure students experience a well-rounded view of what the great Windy City has to offer.

COUNSELING CENTER

Hotchkiss Hall, ext. 5240

Individual counseling is available to students who are experiencing personal, emotional, and/or academic difficulties. In addition, a variety of seminars are available to all students who may wish

to further their personal growth and development. The seminars generally focus on enhancing the effectiveness of one's ability to communicate and relate to others, increasing achievement motivation, and managing stress and test anxiety. The Conseling Center also coordinates accomodations for students with learning disabilities. Complete confidentiality is assured, and services are available free of charge.

Learning Disabilities

Lake Forest College is committed to serving students with learning disabilities, to helping them succeed, and to ensuring that they have equal access to the learning opportunities at the College. We understand that living with a learning disability provides unique challenges for students in and out of the classroom, and we strive to build both community and self-acceptance of those with learning disabilities. In pursuit of these goals, the College offers a number of services for students with learning disabilities including:

- Notification of reasonable accommodations to the student's professors coordinated by the Counseling Center
- Books on tape available through the Learning and Teaching Center
- A proctored exam space for LD students who need extra time on tests
- Referrals to private fee-for-service LD tutors outside the College
- A student organization called "DIFFERENCE," which seeks to support, inform, and advocate on behalf of students with learning disabilities

To obtain these services, students with learning disabilities must follow the steps listed below:

1. You must provide documentation by a professional qualified to diagnose learning disabilities. Documentation should be addressed to Phylis Frankel, Director of the Counseling Center, 555 N. Sheridan Road, Lake Forest, IL 60045.
2. Once your documentation has been sent, you must make an appointment to meet with a member of the Counseling Center to discuss who should be notified of your learning disability and what sort of accommodations you will require. The Counseling Center will not be able to authorize any learning disability services or request any reasonable accommodations unless you have provided adequate documentation and met with a member of the Counseling Center to authorize the release of that information.
3. At the start of each new semester, you must meet with a member of the Counseling Center to renew your authorization to release information. To make an appointment, call (847) 735-5240 during regular business hours.
4. Each semester you should speak to your professors independently to discuss your needs for reasonable accommodations.

While the College recognizes the need to make reasonable accommodations for students with learning disabilities, it also expects that such students will take the responsibility to know and follow through with the steps required, as outlined above. If you have any questions, please contact the Counseling Center.

EMERGENCY STUDENT LOANS

Young Hall 212, ext. 5200

Loan funds are available from the Dean of the College Office for short-term emergency expenses and to assist students who wish to participate in off-campus study programs, practice teaching, or other academic opportunities directly supported by the College. Loans will be granted for specifically demonstrable emergency educational or personal expenses (for example, medical expense, travel expense due to death or illness in the family, etc.). A nominal interest charge is levied for use of these funds, and payment is due no later than the end of the semester in which the loan was granted. Grades and transcripts will be withheld for delinquent accounts. Funds are not available as a loan to pay College bills or other expenses that should normally be anticipated as a cost of attending college (for example, telephone bills, car maintenance, etc.).

FINANCIAL AID

Patterson Lodge, ext. 5103

The Financial Aid Office assists students in determining their eligibility for institutional, state, and federal financial aid programs.

INTERCULTURAL RELATIONS

Young Hall 222, ext. 5105

The Intercultural Relations Office (IRO) is charged with promoting intercultural dialogue, understanding, and respect among the many cultural identities represented within our diverse academic community and with advancing a successful learning experience for individual students through graduation and beyond. The office supports a range of activities designed to fulfill its mission, including (1) developing and sustaining coalition building among students, faculty, staff, and alumni; and (2) acting as an advocate for the needs of students from groups served by the office, which includes, but is not limited to, groups traditionally underrepresented at Lake Forest College. The IRO also publishes an Intercultural Resource Guide designed to assist intercultural students with the transition and acclimation to the Lake Forest College community. It includes academic support services, successful student strategies, and campus and community resources.

JUDICIAL AFFAIRS AND STUDENT CONDUCT

Young Hall 212, ext. 5200

Judicial Affairs and Student Conduct is an integral part of the college educational process in two ways: it provides those students who administer it a learning opportunity, and it requires of all students responsible behavior. Authority to discipline students originates from the Board of Trustees and the President of the College. This authority has been delegated through the Dean of the College to the Associate Deans of the College, and Area Coordinators who have the responsibility to administer all judicial discipline. Changes to this document may be recommended to the President by the College Council. Lake Forest College is committed to maintaining a diverse campus community, characterized by mutual respect. The College recognizes that each member of this community brings with him or her cultural values and norms unique to the individual. Within this context, the status of Lake Forest College as a residential academic community and the student's position as a citizen of that community make necessary certain rules and regulations designed to protect and promote a learning environment, to maintain order, and to control adverse behavior that infringes on the rights and freedom of others. A college education is primarily academic and intellectual in nature, but it also includes the development of values that translate into responsible behavior. The judicial system at Lake Forest College is designed to support and protect student rights, while challenging students to live within community standards. Judicial procedures at Lake Forest College have been established to provide justice in cases of alleged violations of College regulations by students. These procedures invoke the College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state, and federal officials. If alleged acts are violations of both public law and College regulations, both courses of action can be pursued. The judicial procedures of a private institution of higher education are not set up to provide the "due process" rights one has in a court of law, but the "fair hearing" rights consonant with a collegial community. A significant role of the judicial system is to promote the welfare of the student, making the student aware of community standards, and discouraging the student from engaging in unacceptable behavior. Students should contact the Dean of the College Office and/or make an appointment to discuss specific concerns with a dean. When there is an alleged violation of College regulations, the student involved may receive a Judicial Notice, which requires that the student report to the Dean of the College Office within 24 hours (or the next working day). The Judicial Notice is not a sanction; its purpose is to inform the student that a violation of College regulations may have occurred and is under investigation. An Associate Dean or Area Coordinator will discuss the alleged violation with the student to try to determine his/her level of involvement, if any. The Associate Dean/Area Coordinator may then:

1. drop the charge
2. settle the issue by mediation
3. affirm the notice
4. issue sanctions
5. send the matter to the Conduct Board

The Associate Dean/Area Coordinator may apply more than one response. Minor violations of College regulations (including but not limited to open alcohol, trash, excessive noise) shall be responded to through the issuance of a Judicial Notices by a Security and Public Safety Officer, Dean of the College staff member, or authorized College staff. In response to the Judicial Notice, a student will meet with an Area Coordinator or Dean. Major violations of College regulations shall be considered by a Dean's Hearing, the Conduct Board, or the Sexual Harassment Hearing Board. Major violations include but shall not be limited to the following:

1. physical or verbal abuse, including sexual harassment, sexual misconduct or assault, acquaintance rape, intimidation, or any other conduct threatening the health or safety of any person;
2. disorderly conduct, including fighting or other forms of violence, public obscene actions, the disruption of legitimate activities of the College, behavior that interferes with the free speech or the rights of access to College facilities of any member of the College;
3. abusive, insulting, and/or inflammatory comments or actions based upon race, ethnicity, religion, gender, handicap, or sexual orientation;
4. theft or vandalism involving personal or College property;
5. unauthorized entry or use of College facilities;
6. forgery, alteration, or misuse of College documents, records, or identification;
7. perjury through the conscious furnishing of false information to College officials, the Conduct Board, or the Sexual Harassment Hearing Board;
8. violation of public laws or College regulations pertaining to firearms, incendiaries, explosives, and other dangerous items;
9. failure to comply with directions of College officials acting appropriately in the performance of their duties, including the refusal to present a College identification card to a College official;
10. possession or use of illegal drugs; and
11. possessing or trafficking of illegal drugs.

Complainant—one who commences a personal action or investigation to obtain a remedy for an injury to his/her rights; the complaining party. In some cases, the College serves as the complainant.

Respondent—one who responds (the accused) to a complaint or alleged violation of College regulations.

Dean's Hearing/Area Coordinator Hearing

Students who receive a Judicial Notice will meet with a Dean or an Area Coordinator (for minor violations of College policy). The purpose of this meeting will be to gather information, share the contents of a Security report or incident report, and discuss which course of action will be taken in their case (example: affirmed warning, dismissal, verbal warning, conduct board hearing). In some instances where students accept responsibility for minor violations of College policy, they may waive their right to a hearing and accept the disciplinary sanctions by the Dean or the Area Coordinator.

Conduct Board

A. Composition: The Conduct Board is composed of two students (plus two alternates), one member of the professional or managerial staff (plus one alternate), one faculty member (plus one alternate), and an Associate or Assistant Dean of the College, who will act as the procedural advisor. Students interested in serving on the Board should apply to the Dean of the College Office. The student candidates will be interviewed and selected by the current Board members. The faculty members shall be selected by the Faculty Personnel Policies Committee; these names shall then be submitted to the President for final approval. The staff members shall be selected by the Dean of the College Office. This entire selection process should happen early enough in the spring to allow for training sessions before the end of the academic year. The chairperson of the Conduct Board shall be elected by the voting members of the Board, including alternates. The procedural advisor is a non-voting member of the Board.

B. Quorum: Five members constitute a quorum; with the exception of the Dean, the other four members may be any combination of those eligible to serve, though the normal expectation consists of two students, one faculty member, and one staff member. Alternates, who are encouraged to attend meetings as non-voting members, may participate in discussions. A member of the Board may ask not to serve on a particular case for reasons of possible conflict of interest.

C. The Hearing: Hearings shall be relatively informal and procedures shall be flexible. Before a hearing, the chairperson shall recommend any further procedural guidelines that do not contradict what is stated in this document. The hearing is closed. A tape shall be made of the hearing and shall be kept for one year. The Conduct Board may summon any member of the College community as well as any other person. If a student does not appear when summoned, the Conduct Board may impose a sanction. For faculty members and administrators who do not appear, sanctions up to Letters of Censure may be recommended. All witnesses before the Conduct Board may be questioned by the respondent and/or the respondent's counsel, a representative from the Dean of the College Office, and members of the Conduct Board. In the assignment of judicial sanctions, the Conduct Board shall consider the nature of the violation, the respondent's previous conduct, precedence for similar violations, and the circumstances under which the violation was committed. Furthermore, the Conduct Board shall consider restitution an integral part of any decision on sanctions to the community.

Respondent's Rights

In any College judicial hearing, formal rules for legally admissible evidence shall not apply; however, evidence must conform to basic standards of fairness and be pertinent to the charge as determined by the Associate Dean/Area Coordinator or the Conduct Board. Sufficient evidence to demonstrate an infraction to a reasonable person shall be the standard proof for determining guilt. The burden of proof for responsibility rests with the party bringing the case. The hearing officer or Conduct Board shall find the respondent guilty when there is a high probability that the facts as presented constitute a violation of College policy. Whether being heard by the Associate Dean, an Area Coordinator, or the Conduct Board, the respondent shall have the right to:

1. obtain assistance from the Office of the Dean of the College whenever the complainant is advised to consult local officials; and
2. see a written charge against him/her prior to the hearing and written notice of the time and place of the hearing.

In the case of Conduct Board hearings, the respondent shall also have the right to:

3. be afforded 24 hours to decide which kind of hearing he/she wishes to have;
4. testify and present evidence, present a reasonable number of witnesses on his/her behalf, and have an opportunity to question adverse witnesses;
5. present up to two character witnesses;
6. have one counsel (who must be a member of the College) present at the hearing at all times while the respondent is before the Conduct Board (the chairperson of the Board should be advised of plans to have a counsel present); and
7. tape his/her own hearing in addition to the official tape.

At least three members of the Conduct Board must vote to affirm a violation for a respondent to be found responsible.

Judicial Notices and Notification

Judicial Notices: Whenever possible, a Judicial Notice shall be given in person at the time of the incident; however, it may be delivered to a student through the campus mail. Receipt of a Judicial Notice shall require the student to schedule an appointment with the Dean of the College Office within 2 working days, at which time the Associate Dean or Area Coordinator will review the incident. If a student fails to respond to a notice within one week of the violation,

the matter will be adjudicated and a sanction may be applied. Notices not responded to may not be appealed.

1. Upon validation of a first notice, notification shall be given to the student, the student's academic advisor(s), and a record shall also be placed in the student's personal file.
2. Upon validation of a second notice, the Dean of the College shall notify the student's parents or legal guardian in addition to the aforementioned.
3. Within two working days after validation of the second notice, the student may submit a written appeal of the first and/or second warning to the Dean of the College. Failure to appeal within this time prohibits the student from a review of either of these notices at any future time.

Sanctions

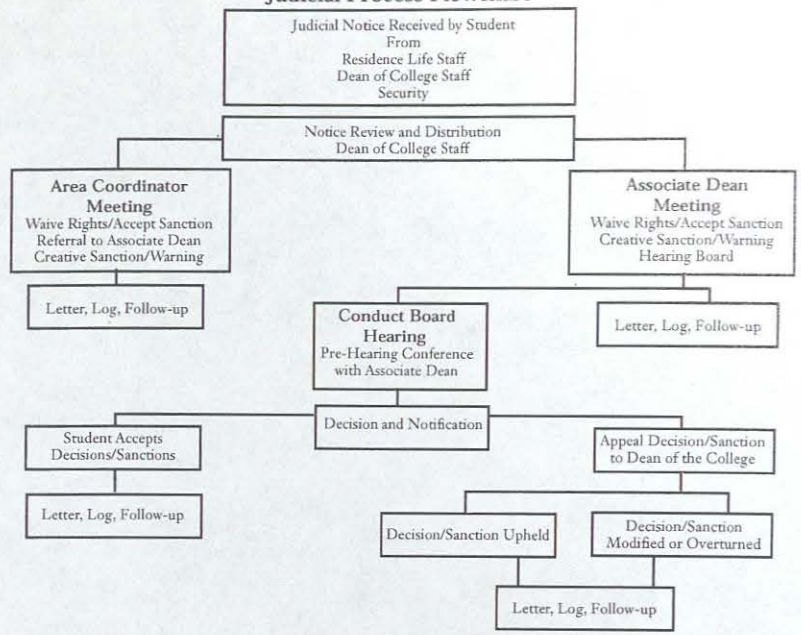
1. Affirmed Warning: an acknowledment that the student is responsible for a violation of College regulations.
2. Social Contract: a flexible sanction deemed appropriate to the violation. A social contract generally involves service to the College community or restitution. A member of the Dean of the College staff shall be responsible for supervising the respondent in order to assure that the terms of the contract are met. Failure to comply will result in further sanctions.
3. Disciplinary Probation: a sanction informing the respondent that if he/she is ever (for a specified period of time) found responsible for violating a College regulation again, removal from campus housing shall be automatic as the least possible penalty. Other possible sanctions include, but are not limited to, suspension and expulsion.
4. Removal from campus housing: a sanction involving loss of the on-campus housing privilege and, in some cases, excluding the student from access to the residence halls. No refund shall be given to the student for a paid room fee.
5. Suspension: entails removal of a student both from classes and from the campus for a determined period of time (but at least for the remainder of the semester), after which readmission is possible, though by no means automatic.

   Suspension of a student for a period of time intended to prohibit that student from completing the semester's work and for any additional length of time up to two academic years shall be noted on the student's transcript. Asterisks shall be recorded where grades would otherwise be recorded. Expulsion shall have the same consequences on the transcript as suspension.
6. Expulsion is a sanction that may be appealed to the President of the College within 48 hours of the Conduct Board's/Dean's decision. Expulsion is suspension with no option for readmission. Students on financial aid who are suspended or expelled should note that they are ineligible for aid reconsideration until after they have made up for credits lost. Eligibility would then be dependent on the availability of aid and applicant need. Records of judicial action are destroyed upon graduation except in instances of suspension or expulsion. These remain as a permanent part of the student's record and are described by the word *conduct* to distinguish them from similar action taken for academic reasons. Students are not permitted to withdraw from the College in order to avoid the recording of a judicial sanction. No refunds are available to students who are removed from campus housing, suspended, or expelled. Students must clear financial obligations with the Business Office before transcripts will be released. Students who are suspended must reapply for admission to the College. End-of-Term and Summer Procedure: Violations of College policy from the last week of classes in one term through the first week of classes in the next term shall ordinarily be handled by the Associate Dean of the College or an Area Coordinator. The student charged may request a hearing by a special committee appointed by the Dean of the College, consisting of two students, one faculty member, one member of the professional or managerial staff, and one Assistant or Associate Dean of the College.

Code of Confidentiality

Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

Lake Forest College
Judicial Process Flowchart



Reporting

Regular reports of the decisions of the Conduct Board, Area Coordinators, and Deans should be submitted to the Stentor by the Dean of the College; these reports list charges, decisions, and sanctions but do not include names. Recommendations for the future should be submitted by these groups to the College Council.

Diversity

Individuals or committees involved in nominating candidates for positions on the Conduct Board, Drug and Alcohol Hearing Board, and the Sexual Harassment Hearing Board should strive for diversity in gender, ethnic, and racial representation.

LEADERSHIP AND COMMUNITY INVOLVEMENT

Commons, ext. 5210

The Leadership and Community Involvement Office coordinates and sponsors social, cultural, and educational events, arranges trips to cultural and entertainment events in Chicago, oversees scheduling and reservations on campus, and supervises the Game Room. The office coordinates the Leadership Lake Forest Program, the Community Service Coalition, the student organization directory and registration process, the weekly and daily campus calendars, and New Student Orientation. Leadership and Community Involvement also provides services regarding international student IDs and information about Chicago. The Leadership Lake Forest Program seeks to provide a comprehensive leadership learning experience for students. The program sponsors events and services such as retreats, workshops, speakers, trips to regional conferences, organization training and consulting, honors and awards programs, and numerous opportunities for gaining leadership experience.

RESIDENCE LIFE
Young Hall 212, ext. 5200

Mission Statement

Residence Life at Lake Forest College maintains a living and learning environment conducive to cognitive, social, and personal development. We provide an atmosphere that intentionally fosters individual development and growth. We support the educational mission of the College through programming and community building. We attend to student needs individually within the context of the larger living and learning community.

Residence Life Staff

RESIDENT ASSISTANTS (RAS)
Resident Assistants are specially selected and highly trained students who coordinate the day-to-day living and learning environment of the residence halls. They are available throughout the year to assist with academic, personal, roommate, and community living concerns.

HEAD RESIDENTS (HRS)
Head Residents are responsible for supervision of a specific residence hall. Head Residents are junior and senior students with at least one year of experience as a Resident Assistant. They are specially selected and trained in supervision, conflict management, emergency procedures, and communication. Additionally, they have experience working with both individuals and groups on a variety of topics.

RESIDENT ACADEMIC FELLOWS (RAFS)
Resident Academic Fellows are professional staff assigned in addition to HRs and RAs in first-year residence halls. RAFs are graduate students chosen from the University of Chicago to work with first-year students while pursuing a doctoral degree in their chosen field. They serve as mentors, advisors, and academic role models for first-year students and initiate cultural and academic programming while helping the Residence Life staff perform its duties. Each RAF teaches at least one course per year in his or her specialty.

AREA COORDINATORS OF RESIDENCE LIFE (AC)
Area Coordinators of Residence Life are full-time professional educators who live in the residence halls and supervise the Head Residents and Resident Assistants. Area Coordinators also address daily student concerns. They provide on-call crisis intervention and mediation, adjudicate conduct cases, advise residence hall councils, and initiate educational and social programming within the residence halls. Each Area Coordinator oversees an area of three or four residence halls and guides the work of the Residence Life staff in each hall.

Residence Hall Programs

The Residence Life staff, as well as the Office of Leadership and Community Involvement, the Office of Intercultural Relations, and our many student organizations, offer many opportunities for students to participate in leadership, service learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of the each residence hall community. Residents are encouraged to take an active interest in the community life of their residence hall by assisting RAs and HRs in planning community-wide activities.

Administrative Authority For Housing

Housing and specific room assignments are privileges that may be cancelled, withdrawn, or changed at any time at the discretion of the Dean of the College or other College officials. Lake Forest College reserves the right to use residence halls for housing students or for other purposes during recess periods.

Residence Hall Opening

All residence halls open at 9:30 a.m. on the day prior to registration for the given semester. Residents are required to check in with a member of the Residence Life staff. During the check-in process, residents receive their room keys and sign the Room Inspection Forms (RIF). The RIF is an inventory of the condition of the furniture, fixtures, floors, walls, door, and ceiling. Residence Life staff assess the room condition prior to check-in. It is the student's responsibility to review this form carefully prior to signing. By accepting a key and signing your RIF, you are agreeing to all policies and procedures as outlined in this Student Handbook. Unapproved early arrivals will result in fines (See section on damage charges and additional fines).

Residence Hall Closing

At the conclusion of each semester, all residence halls close at noon the day after the last scheduled exam. At the end of the spring semester, resident undergraduates who are not graduating must check out and vacate their rooms 24 hours after their last exam or by noon the Thursday prior to Commencement, whichever is earlier. Those who are graduating are required to check out and vacate by noon on the Sunday following Commencement. All residents are required to complete a room inspection at the time of check-out. Residents must set up an appointment with a member of the Residence Life staff to complete this step. It is the expectation of the College that students leave their room clean and damage-free at the end of the semester. All students who are approved for late departures at the end of the spring semester must be available to work for a campus department for a minimum of five hours both Thursday and Friday prior to Commencement. Students working as ushers during Honors Convocation and Commencement must work a minimum of five hours. Students working for campus departments will be paid in accordance with the College policy on student wages. Ushers will be provided meals rather than financial reimbursement for their service. Unapproved late departures will result in fines (See section on damage charges and additional fines).

Board Meal Plan

The board plan may be purchased by nonresident students if they notify the Business Office at the start of the semester. The board plan will not be prorated for students who elect the plan after the start of the semester. Meals may also be purchased individually in the cafeteria. ARAMARK offers a prepayment program which utilizes the ID card as a declining balance payment card and provides financial benefits for certain levels of prepayment.

Damage Policy

Damage is defined as any change in condition of College-owned property occasioned by carelessness, accident, or intentional action on the part of students or their guests. At check-out, the room is inspected, and occupants will be charged for missing or damaged items. Damages within individual rooms will be charged to the responsible student. If the individual responsible for damage is identified, only that student will be charged. When the responsible student cannot be identified, those persons living or present in the area may be charged. Students are prohibited from repairing any damage. Common area damage is defined as any damage occasioned by carelessness, accident, or intentional action on the part of the students or their guests in a common area (e.g., lounge, hallway, stairwell, community bathroom, etc.). Common area damages will be charged to a designated floor, wing, or entire hall unless the responsible student(s) is identified. Charges, except in cases of vandalism, will be determined by the actual cost (material, labor, and overhead) of replacement or repair of the property damaged. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained outside the College when the Facilities Management Department determines that is appropriate. Standards of type and quality of repair are to be determined only by the Facilities Management Department. Resultant charges will be processed by the Facilities Management Department through its regular procedures. At the Director of Residence Life or designee's discretion, a Damage Review Committee (composed of a representative from the Dean of the College Office, the Facilities Management Department, Security & Public Safety, and a student appointed by the Executive Committee of Student Government) may be convened. This committee will examine damage reports and consider any student appeals. The damage charge notice will be generated with instructions that the individual(s) being charged may appeal to the Director of Residence Life or designee or the Damage

Review Committee. Appeals must be submitted to the Director of Residence Life, designee, or the Damage Review Committee before the stated deadline on the posted damage charge notice. The Director of Residence Life, designee, or Committee has the authority to cancel specific charges or to levy charges when investigation by the Committee or the Dean of the College Office yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage on campus rests with the Director of Residence Life or designee. If there is no appeal or if the appeal is denied, the charges will be forwarded to the Business Office immediately or at the end of semester.

Vandalism

Strong punitive steps will be taken when an individual or group causes damage in a public area. If the individual is held responsible for the damage through the judicial system, a punitive monetary amount will be added to the replacement cost of the item(s). (If the individual or group steps forward and accepts responsibility immediately following the damage, only replacement costs will apply.)

Damage Charges

Charges within student rooms will be determined by this list whenever applicable or by the actual cost (materials, labor, and overhead) of the replacement or repair of the property damaged, whichever is greater.

Bed Frame $250
Closet Door $185
Door-Refinished $75
Dresser $275
Light Fixture $100
Lock Core $25
Medicine Cabinet $200
Mirror $35
Radiator Valve $100
Shower Curtain $25
Smoke Detector $25
Toilet $250/+labor
Tub $600/+labor
Wardrobe $450
Window $350 up
Large Furniture $500 up

Chair $100
Desk $275
Doorknob and Lockset $150
Lamp $40
Light Fixture Globe $35
Mattress $100
Mini-Blinds $65
Paint $100 (per wall/per coat)
Screen $50 - $150
Sink $150/+labor
Telephone Jack $65
Towel Rack $35
Tub-Refinished $350
Waste Basket $10
Window Lock $50

Additional Fines/Charges

Early Arrivals (prior to opening) $50 per day
Late Departures (after closing) $200 per day or $50 per hour/per person
Failure to Properly Check Out $25
Removal of Furniture $50 (from lounge or room) per item
Dismantling and/or Removal of Lofts $65
Failure to Clean/Sweep Room $75
Insufficient Cleaning $50
Garbage in Public Areas $50
Excessive Garbage $75

If determined by the Dean of the College Office or Facilities Management Department that labor costs are greater than posted fees, fines may be higher.

Fire Safety

Fire safety is of paramount importance to everyone in the College community. In order to adequately safeguard lives, all individuals are required to evacuate the building, closing room doors on the way out. Once outside, all individuals must move well away from the entrance and exit doors. All fire alarms are presumed to be real. Students must not return to the building until

authorized to do so. Students who fail to vacate the building during a fire alarm will be issued a judicial notice and will be subject to disciplinary action. In compliance with all local and state fire ordinances, all residents should be aware of the following safety guidelines:

1. Room decorations: Tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quad rooms in Gregory, McClure, and Roberts. Fire retardant sprays are suggested for all wall coverings.

2. Appliance use in student rooms should be regulated by common sense. Students may not overload one outlet with a myriad of extension cords and octopus plugs. An overload could cause an electrical fire. Students may not splice into the electric wiring for any reason.

3. Smoke detectors: Smoke detectors are furnished in each residence room and must not be tampered with or disconnected. A $50 fine for tampering will be assessed to each resident. Additional smoke detectors and approved extension cords are available at local hardware stores.

4. Trash cans should be kept away from bed coverings and furnishings. Do not store cans in closets. Do not throw cigarettes into trash cans.

5. The following are prohibited:
a. Storage of flammable materials (including charcoal and lighter fluids)
b. Storage of newspapers in residence halls
c. Storage of motor-driven vehicles in residence halls
d. Storage that impedes access to rooms
e. Live cut trees
f. Storage of/discharging of fireworks
g. Halogen lamps
h. Candles (even for decoration) and potpourri burners

6. False alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with by the Conduct Board and/or civil authority. Additionally, a fine of $500 may be imposed.

7. Individuals playing with safety equipment will be dealt with severely and be issued the following fines:
Fire Extinguisher Glass $100
Fire Extinguisher (Shot Off) $100
Missing Fire Extinguisher $150
Exit Light (No Glass) $100
Exit Light Glass $25
Refilling Fire Extinguisher $150

8. Fire escapes and fire doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

9. In order to allow safe passage, balconies on Gregory, McClure, and Roberts halls must be kept clear of furniture, trash, bikes, and all other items. Balconies may not be used as an extension of student rooms to accommodate gatherings. Students who fail to comply with balcony fire safety regulations will be issued a judicial notice.

10. A growing number of our residence halls are equipped with automatic sprinkler systems. These systems are effective, secure, and designed to only react to heat. Tampering with the individual sprinkler heads, such as knocking it or hanging something on it, can cause the sprinkler head to discharge water. In the event that a sprinkler head discharges as a result of tampering, the student may be held responsible for any and all costs associated with damage to personal and

College property and any resulting costs associated with the ensuing clean-up.

TO REPORT A FIRE, CALL 911.

HOUSING CHARGES, CHANGES, AND PROCEDURES

A. Room and Board Charge: double, triple, and quad accommodations with board are available and are charged per year per student as determined by the Business Office. Students assigned to or selecting single rooms are charged an additional premium (known as the "single room surcharge"), depending upon the residence hall and type of single room.

B. Room Changes: Room changes, including application for the Singles Wait-List, may be applied for at the Dean of the College Office following registration. Students wishing to change rooms may submit a Room Change Application at the Dean of the College Office. Room Change Applications and Singles Wait-List Applications are processed on a space-available basis. Residents may not move into an open double as a single room. Due to the high occupancy of the residence halls, room changes are not guaranteed and may take between two to four weeks to complete if there is space available. Approved room changes must be made within 48 hours of notice under the guidelines stated on the Room Change Form. Failure to move or to return a room key will result in charges.

C. Roommate Conflicts: If a Room Change Application is requested as a result of a roommate conflict, all other means of resolution (e.g., roommate contracts, mediation, and arbitration) must be exhausted before a room change will be processed. Consultation with the Residence Life staff is expected prior to presentation of a Room Change Application. Students may not request the removal of their roommate from the room for any reason. It is the expectation of the Office of Dean of the College that students make every effort to live together in a civil and responsible manner.

D. Room Change Instructions: Students who have been granted a room change and receive a Room Change Notice must check in and check out during the time allotted for moves, or the move may be canceled at the discretion of the Dean of the College Office.

1. After receiving the Room Change Notice, pack everything from the "old" room first.

2. Go to the "new" hall and complete the Room Inspection Form (RIF) for the "new" room with a Residence Life staff member from the new building.

3. Check into the "new" room:
a. Get the keys to the "new" room at the time you sign the RIF.
b. Ask the Residence Life staff member from the "new" hall to sign the Room Change Notice.
c. Complete the check-in portion of the RIF for the "new" room with a Residence Life staff member from that building.

4. Move all your belongings to the "new" room.

5. Check out of your "old" room.
a. Clean the "old" room.
b. Complete the check-out portion of the RIF for the "old" room with a Residence Life staff member from that building.
c. Turn in all the keys to the "old" room at the time you complete and sign the check-out portion of the RIF.
d. Ask the staff from the "old" hall to sign the Room Change Notice.

6. You are responsible for returning the Room Change Notice to the Dean of the College Office.

E. Possible Fines:

Failure to check in to new hall/room $25
Failure to check out of old hall/room $25
Failure to return key $25
Unauthorized room change $50

Additionally, judicial notices may be issued for unauthorized room changes.

F. Room Selection: Room Selection is the process by which students select a room that is available for the following academic year. This process takes place in April each year for the following academic year. In order to be eligible to participate in Room Selection, all students must clear their student accounts of any outstanding balances, thus leaving their $200 matriculation deposit. For students entering the College in the fall of 2000 or after, the matriculation deposit made at the time of enrollment will substitute for the formally required housing deposit, and no additional deposit will be required. The matriculation deposit is only refundable when a student leaves the College. Students who meet these financial conditions prior to the deadline set by the Dean of the College Office will be issued a randomly-assigned lottery number which determines the student's order of selecting a room for the following academic year. Students are categorized based on the number of credits as indicated by the Registrar's Office. If these financial conditions are met after the date set by the Dean of the College Office, but before Room Selection, the student will be assigned a number at the bottom of the list of numbers for the student's class. Failure to meet the announced deadline will cause a student to be ineligible for Room Retention (see below). A complete schedule of dates for the room selection process will be made available early in the spring semester.

1. Room Retention: Upperclass students who wish to remain in the room they secured in the previous year's room selection process will be permitted to do so if certain criteria are met. The opportunity to retain a room will take place prior to General Room Selection, and specific information will be made available in the fall semester. First-year students and transfer students during the current academic year are not eligible for Room Retention.

2. General Room Selection: Students who are not eligible to retain their room, or choose not to do so, may select a room that is available at General Room Selection using their randomly-assigned lottery number.

3. Housing Wait List: No wait list will be established following the spring Room Selection process. As spaces are available, they will be assigned. Students who want housing at any other time must complete an On-Campus Housing Application at the Dean of the College Office. During the academic year, assignments will be made as soon as possible and as space becomes available. Because a singles wait list is maintained throughout the academic year, students requesting housing will not be placed directly into a single room. Individuals who have filed a Housing Release Application (Off-Campus Housing Form) may not participate in Room Selection. Students living off-campus at the time of General Room Selection will be presumed to be off-campus students for the upcoming term unless they make their change in status known to the Dean of the College Office prior the announced deadline.

G. Vacancies in Residence Hall Rooms: When students have a vacancy in their room, one of three things may happen:

1. The current resident(s) living in the room may find someone she/he would like as a roommate. If they agree, they should inform the Dean of the College Office and submit a Room Change Application, so that the friend can fill the vacancy. This should be done as soon as the vacancy occurs.

2. The current resident(s) can wait and take his/her chances of enjoying the extra space. If she/he does this, she/he is taking the risk of being assigned someone new. At any time, a new roommate

assignment can be made by the Director of Residence Life, Assistant Director of Residence Life, or Area Coordinator of Residence Life.

3. At some point, the Dean of the College Office will probably fill the vacancy with a student who needs a room change or is just moving onto campus. Once the Dean of the College Office has started the process of assigning someone to a current resident's room, it is too late for the current occupant(s) to request someone specific.

H. Residents' Rights & Responsibilities: A student living in the residence halls has a right to live, sleep, and study in an environment free from a roommate's sexual activities or party activities. The roommate of students who engage in sexual activities or party activities without their roommate's explicit agreement to the activity, has the right to file a complaint against the student through Residence Life staff, the Dean of the College Office, or Security and Public Safety. If this conduct is confirmed, it may lead to the student being reassigned to another room on campus or losing campus housing privileges completely.

I. Summer housing is available only for the following:
1. Richter Scholars,
2. students attending summer school at Lake Forest College, or
3. undergraduate students employed at least 25 hours per week on campus.
Students with significant judicial records are ineligible for summer housing. Summer Housing Applications are available in the Dean of the College Office and are due in April. Late applications will be accepted as space is available. The cost of summer housing is determined in the spring, and a deposit must accompany the application. The deposit is refunded after the student checks out of the room for the summer, minus any damage or check-out fines or back rent owed. Summer residents must vacate the campus within 24 hours of termination of College employment or the completion of classes.

J. Housing Release Application / Off-Campus Study Program and Commuter Status: Off-campus approval will be given to all first-years, sophomores, juniors, seniors, and married students who submit an application to the Dean of the College Office. First-year students may obtain a housing release if (a) pursuing an educational project (e.g., tutoring in return for room and/or board), (b) eligible for a work/live-in arrangement with a local family during the release period, or (c) living at home. The applicant must submit a written statement that describes the terms and conditions of (a) or (b) with the Housing Release Application. The terms and conditions statement must include the signature and address of the person(s) to whom the student is responsible.

K. Married Students: The College has no provisions for housing students who are married or for housing students with children. Such students must make arrangements on their own.

L. Changing Residency Status: Resident to Non-Resident.

Fall Semester
1. A student who has gone through the spring Room Selection process (room selection, room retention, etc.) and decides to change residency status from resident to non-resident and notifies the Dean of the College Office by July 1 will be charged a $100 fine.

2. If the student informs the Dean of the College Office between July 1 and the last day of registration, he/she will be charged an additional fee of $100, creating a total penalty of $200. For students with a housing deposit on account, this penalty will be assessed against the deposit. Students with a matriculation deposit will have the fines assessed against their student account.

3. If the student informs the Dean of the College Office after classes begin, he/she will be charged the $200 fine, and room and board costs will be prorated.

Spring Semester
1. A student who informs the Dean of the College Office of a change in residency status from resident to non-resident and notifies the Dean of the College Office by January 1 will not be penalized.

2. If the student informs the Dean of the College Office after January 1 and before the first day of classes, he/she will be charged $100.

3. If the student informs the Dean of the College Office after the first day of classes, he/she will be charged $100 plus prorated room and board costs.

M. Reduction of Course Load: Resident students must seek permission from the Dean of the College to remain in housing when reducing their course load to part-time (i.e., less than three courses).

Housing Refund
Refund policy guidelines are published in the Lake Forest College Bulletin.

Keys
Key Pick-Up: Residence hall room keys are available from the Residence Life staff when you check-in and must be returned to the Residence Life staff when you check-out. A room key is issued to each student.

Lost Key Charges: An individual losing a room key or failing to return a room key at check-out will be charged $25, and the lock on the door will be changed. When a student loses his/her room key, the student must submit $25 to the Business Office and receive a receipt. The student must then submit the receipt to the Facilities Management Department to be issued a temporary key while the lock is changed.

Academic Keys: Student requests for academic keys must be accompanied by two signatures on the associated key card. One signature must be from the sponsoring professor; the other, from the Office of the Dean of the Faculty, North Hall. All academic keys must be returned to Facilities Management by May 1 unless the sponsoring professor provides a letter indicating the period that the key will be needed. The charge for keys not turned in by May 1 will be $25 per key. The student is responsible for the key and the fine. Students are not allowed to return keys to their professors or to drop unidentified keys into Facilities Management's key slot.

Renter's Insurance
Renter's Insurance: The College recommends that students take out a renter's insurance policy to protect their belongins against theft or damage. The College considers renter's insurance as the first line of restitution for damage to students' personal property.
In the event of damage by fire, water, steam, the elements, or other agents that render a room unfit for occupancy, the College reserves the right to reassign the student to alternate College housing accommodations. The College shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons. If a student sustains a loss, the College is not liable for the replacement of such loss. The College is not responsible for theft or destruction of personal property. Lake Forest College does not provide insurance for students' personal belongings such as, but not limited to, bicycles, automobiles, televisions, stereos, computer equipment, and clothing. It is strongly recommended that valuables are covered by a homeowner's insurance policy or renter's insurance. The student should work with his/her roommate(s) to ensure the common protection of property. Room doors should be locked when the room is unoccupied.

Student Organization Lounges
There are two lounges, Red and Black and the Mojekwu Lounge, which are designated for academic and intercultural relations respectively. These lounges are specifically assigned to Red and

Black and the United Black Association because they embody two highly regarded aspects of the mission statement of the College. These organizations, within their constitutions, invite the use of their lounges by other groups with similar intentions. This policy was developed, thoroughly discussed, and supported by the College Life Committee in spring 1995.

Room Reservations

Community rooms in Lois (First floor lounge), Nollen (3rd Floor Community Room), Deerpath (Great Room / Abbott Lounge), and Cleveland-Young International House (First floor lounge) may be reserved through the Office of the Dean of the College with approval of the Director of Residence Life and the hall's Residence Life staff. Resident use of the space for studying has priority over all other requests.

Residence Hall Regulations

Antennae: Radio or television antennae or cable/satellite dishes placed outside students' rooms are prohibited.

Appliances: Students are warned against overloading the electrical circuits in their rooms. Each room carries a load of 3 to 7 amps. A stereo, television, and refrigerator each draw approximately 2 amps. Rooms are not wired to permit the use of large electrical appliances. Air conditioning units are not allowed in any student room.

Balconies: Balconies outside of Gregory, McClure, and Roberts may not be used as an extension of student rooms for parties of any kind. Balconies must be kept clear of trash and debris at all times. Students are responsible for the balcony space immediately outside their room door.

Barbecues: Fires may only be lit in a grill or hibachi-type barbecue. Barbecues must be lit at least 50 feet from any residence hall or building. No college furniture or property may be used as kindling. No barbecues are allowed after dark. No accelerators may be used (e.g., lighter fluid, presoaked charcoal, propane, gasoline, etc.) or stored in residence halls. A chimney may be used to light coals. College policies regarding noise/quiet hours, trash, and alcohol must be observed at all times. A member of Security or Residence Life staff may shut down a barbecue if appropriate.

Bicycles: Bicycles must be parked in assigned areas inside and outside the residence halls. Bicycles should be registered with the City of Lake Forest, which can be done at Security and Public Safety.

Candles: Candles (even for decoration), incense, and potpourri burners are prohibited in the residence halls. Students seeking to honor religious observations should contact the Director of Residence Life for approved designated locations and guidelines.
Common Area Wall Space: Common wall space in the halls, whether in a hallway, stairwell, or study lounge, is considered community space, and any signs or decorations posted must have the approval of the Office of Leadership and Community Involvement, the Office of the Dean of the College, or the Residence Life staff. Defacing or removing without permission signs or decorations that have been approved by the College is prohibited.

Door Decorations: Decorations on the outside of room doors are encouraged but should be posted with consideration for community standards. Because doors open out onto hallways and other public spaces, they may be considered to be semi-private areas. As such, residents are asked to try to balance their own desires for free expression with the community's sense of decorum and propriety. If a student is asked to remove something that has been deemed offensive from the outside of a door -- by residents, Residence Life staff, or any other member of the College community -- he or she is expected to comply. On the other hand, students have a right to post decorations on their door without the fear of unwarranted interference or vandalism of any sort. Defacing a resident's door or door decorations is prohibited.

Door Propping: In order to ensure the safety and security of all residents, propping or otherwise

interfering with the closure of any exterior door is prohibited.

Elevators: Unauthorized use of, or tampering with, elevators is prohibited. The Co access to the Nollen and Deerpath elevators throughout the academic year. Should occur or if maintenance is necessary, the elevators will be turned off for a specified time.

Furniture: Furniture provided by the college may not be removed from any room any residence hall.

Guests / Proper Hosting: All guests must have a Guest Identification Card (Guest These are available either from the Residence Life staff or from Security. Guests m dent facilities for periods up to 72 hours per month. Any guest not having a Guest subject to arrest for trespassing. Any student hosting a guest without a Guest ID C to disciplinary action. Students are responsible for the behavior of their guests at al Halogen Lamps: Halogen lamps are considered a fire hazard and, as such, are proh residence halls.

Housekeeping and Maintenance Services: Housekeeping and maintenance services responsibilities of the residents, who are expected to help maintain a clean, healthy ronment in the residence hall. Problems should be reported to the Residence Life contact the Facilities Management Department. The Facilities Management Depa only accept work/repair orders requested by the Residence Life staff. Daily housek ices are provided in all community bathrooms, hallways, and other public areas. W keeping service is provided in halls with private or semi-private bathrooms. If bath excessively dirty, common area fines may be assessed to the floor or room for clean

Laundry Facilities: Laundry facilities are provided in all residence halls. Vandalism with laundry equipment is prohibited.

Lofts and Bunk Beds: Lofts and bunk beds are allowed in the residence halls only i freestanding. They cannot be drilled, nailed, screwed, or attached to the walls, ceil any hall. Lofts found not to be freestanding will be dismantled. Damage and other charges will be charged to the residents. Furniture may not be removed from a roo modate a loft.

Lock-outs: Residence Life staff are on duty from 9:00 p.m. to 1:00 a.m. nightly. Duri Residence Life staff is required to "key" students into their rooms, but will require a other times Residence Life staff may key students into rooms. To obtain a temporary bring your student ID to Facilities Management between the hours of 8:00 a.m. and

Lounges: Lounges are located in all residence halls and the cleanliness of lounges i bility of all students. Removal of furniture is prohibited and subject to disciplinary Replacement or moving charges will be assessed against anyone who removes loun

Microwaves: Microwaves are prohibited in all student rooms.
Painting: Painting of residence hall rooms is prohibited.

Pets: Pets are strictly prohibited in all student rooms or other residence hall public includes fish, reptiles, amphibians, and any other animal.

Quiet Hours and Courtesy Hours: Quiet Hours in Nollen and McClure are 24 ho days a week. In Cleveland-Young, Blackstone, Deerpath, Harlan, Lois, McClure, a quiet hours are 24 hours a day from 5 p.m. Sunday through 5 p.m. Friday; on Satu Sunday night they are from 2 a.m. to 10 a.m. In Gregory and Moore, quiet hours l

and end at 10 a.m., Sunday through Thursday; on Saturday night and Sunday night, they begin at 2 a.m. and end at 10 a.m. Courtesy Hours are in effect 24 hours a day, every day, in all residence halls. This means that residents and their guests are required to respect and comply with the request of any other resident to lower noise to a reasonable level at any time, including weekends. Noise levels should conform to reasonable standards allowing the pursuit of academic objectives at all times. At no time should amplification equipment or noise be directed outside the individual room or placed on the balcony. Courtesy, cooperation, and the exercise of individual responsibility are expected at all times.

Room Changes: Students may not change room assignments without permission from the Office of the Dean of the College.

Room Decorations: Decorations should be guided by good sense. Mini blinds may not be removed from windows. Occupants are fully responsible for damages to their room. Nothing can be drilled, nailed, or screwed into the walls, ceiling, or floor.

Room parties: Traveling parties or progressive parties in which residents travel from room party to room party are prohibited. Organizations who wish to host large parties must follow the guidelines as set forth in the Student Handbook. Room parties that violate the College's Quiet Hours/Courtesy Hours policy and alcohol policy will be closed down. The residents of the room will be responsible for any policy violations and also charged with "improper hosting."
Smoking: Smoking is allowed in student rooms only with the consent of all roommates and with the room door closed. Smoking is prohibited in the hallways and all common areas of the building (e.g., hallways, stairwells, lounges, bathrooms, etc.). Deerpath, Cleveland-Young, Nollen, and McClure are smoke-free residence halls. Smoking in smoke-free residence halls is prohibited.

Substance-Free Residence Halls: McClure, Nollen, and Cleveland-Young are designated substance-free residence halls. The use or possession of alcohol or other drugs is prohibited in these residence halls.

Windows and Screens: For health, safety, and maintenance reasons, screens shall not be removed from windows. In addition, decorations or personal items may not be hung outside a window or be placed on windowsills or ledges. Throwing objects out of windows is strictly prohibited.

Students who believe that these regulations have been violated in any way should bring their complaints directly either to a Residence Life staff member, Security, the Dean of the College, or the President of the College.

Room Entry
Residents are guaranteed privacy within the confines of their rooms on campus. Designated College staff members, including Security & Public Safety officers, Residence Life staff members, and Facilities Management personnel, have the authority to enter and inspect rooms for health and safety purposes, conduct repairs, or when there is just cause of student endangerment or policy infractions, at any time without permission or consent of the student occupant(s). Students are expected to comply with reasonable requests for entry. Representatives of the College should not enter a student's room except under the following conditions. Rooms may be inspected:

1. For general physical conditions and/or damage, as well as for fire safety or health standards, when written notification has been given 24 hours in advance or when the student has requested inspection or repair work.

2. During vacation periods.

3. In emergency circumstances when imminent danger to life, health, safety, or property is reasonably feared.

4. When there are noises or disturbances that may affect others.

5. When, under the authority of the Office of the Dean of the College, there is evid College regulations have been violated. Such evidence is upon direct observation of or upon report from an identifiable source.

Searches
Any school official who is legitimately in a student's room may react to any violation or the regulations of the College based on visible evidence; for example, stolen prop weapons, illegal drugs or drug paraphernalia, and health hazards. Any kind of physic however, can be authorized only by court authority or by permission of the Office of the College. A physical search involves opening drawers and/or closets, examining th of clothing articles, etc. To obtain permission from the Office of the Dean of the Co physical search, application must be made to one of the Deans specifying the reason search and the objects or information sought. The student occupant(s) should be pre sible, during such a search.

SECURITY AND PUBLIC SAFETY
Commons, Second Floor, ext. 5555
Security and Public Safety is charged with maintaining the safety and the protection of campus. This goal is best achieved in partnership with the College community. Securit Safety is eager to provide the training, services, and assistance necessary to ensure a saf able collegiate experience. To that same end, all members of the community and their expected to comply with all College policies. In addition, ID cards must be carried and presented upon request by a Security Officer or any other College official. Despite th low crime rates in its surrounding communities, Lake Forest College regards the saf fare of its students, faculty, and employees as its highest concern. Although the Coll implemented the following policies and programs to increase campus security, indivi reminded that they must assume responsibility for their own safety and that of other

Reporting Criminal Activity. Students are encouraged to report accurately and pr criminal or emergency incidents to Security and Public Safety. All incidents are revi Director of Security and Public Safety; and, where appropriate, a referral is made to state police departments. All incident reports are channeled to the President, Vice P Business, and the Dean of the College Office.

Security and Public Safety Personnel and Local Law Enforcement Authorities
Forest College security officers have no official police power but utilize citizen's arre if a situation requires the immediate detention of an individual. Security and Public established a close working relationship with the Lake Forest Police and Fire depart well as with the Illinois State Police.

Campus Facilities. Access to all campus facilities, buildings, and residences is restri Forest College students, faculty, employees, and their guests. The exterior doors to residence halls are designed and equipped to remain locked 24 hours a day and are f checked by security officers. As an additional protection, resident housing staff and rity officers patrol the residence halls and their exterior areas daily.

Identification Cards
Identification cards are available at Security and Public Safety weekdays between 9:(4:00 p.m. IDs are issued as proof of membership in the College community and as s carried at all times. In addition, cards must be presented upon request by any Colle including Security and Public Safety personnel, Residence staff members, Dining F istrators, and Librarians. Also, ID may be necessary to gain entry into College facili College sponsored events. Failure to produce your College ID when requested by a cial may result in judicial action. Replacement cards are available for a $25 replacem Cards are not transferable and may not be used by anyone other than the legitimate

Alteration or misuse of a College ID card is a serious infraction of College policy and will result in disciplinary action.

STUDENT VEHICLE REGULATIONS

1. Vehicle Registration Fees

   $180 per year

   All vehicles on this campus must be registered with Security and Public Safety of Lake Forest College. Illinois State law now requires that the driver of a car be able to show proof of liability insurance. Therefore, any student attempting to register a vehicle will be required to show proof of this insurance before a registration permit sticker will be issued. Freshmen or sophomores are not permitted to register a vehicle on campus except in rare cases of extreme need or hardship. Exceptions must be requested by applying through Security and Public Safety prior to bringing a vehicle on campus.

2. Display of Parking Permit

   Permits must be displayed on the rear window, driver's side. Motorcycle permits must be mounted on one of the front forks.

3. Additional Permits

   Commuting students who are already permit holders and who find it necessary to use different vehicles may present state license plate registration and insurance papers for each additional car and secure permits for the fee of $5. A regular permit holder who drives (for emergency reasons only) a vehicle on campus other than the one registered, for one day or longer, must obtain a temporary permit.

4. Temporary Permits for Students Not Entitled to Regular Permits

   Temporary permits for a period not exceeding two weeks (one per term maximum) may be applied for at a fee of $10. A state license plate registration and driver's license must be shown.

5. Driving Restrictions

   Students eligible to register autos cannot register a motor vehicle belonging to a friend, relative, etc., of another currently enrolled student. Students not entitled to vehicle registration may not drive registered cars of others on this campus. Students must recognize the authority of Security and Public Safety officers. Any violation of this nature will result in immediate revocation of the campus permit.

6. Penalties

   Penalties for traffic violations vary with the severity of the infraction. Parking violations will net a $20 fine. Moving violations will result in a flat $40 fine. Reckless driving violations will incur a $60 fine, plus damages where applicable. All fines will double if unpaid within seven days. In addition to monetary penalties, the College may revoke the parking privileges of any person who accumulates two reckless driving tickets, four moving violations, or six total tickets in an academic year. In that situation, all fees already paid will be forfeited. Any vehicle that is found to be on campus after written notice has been issued for its removal will be subject to such action as the College deems appropriate. Unregistered vehicles will be handled as parking violations. All of the preceding stipulations apply; except that if three tickets are accumulated before the vehicle is registered, registration of that vehicle will no longer be permitted. Penalties are not forgiven because the vehicle is registered after receiving citations. Driving at twice the posted speed limit is considered to be reckless driving. Driving on the grass or the sidewalk is also considered to be reckless driving. Partially parking on the grass will result in a $30 fine, plus damages. Parking in handicap parking spaces will result in a $50 fine. False registration of a vehicle will lead to loss of parking privileges, as well as forfeiture of any fees paid. Aside from the preceding penalties, the College reserves the right to take whatever action is deemed necessary or appropriate in any given situation.

7. Appeals of Traffic Citations

   Tickets may be appealed to the Director of Security and Public Safety within seven days of the date of issuance. After seven days fines will double and be added to the student's account.

   Tickets added to the student's account will have to be paid at the Business Office. Any other ticket may be paid at Security and Public Safety.

   The following violations are not subject to appeal:

   a. Parking too close to a fire hydrant (15-foot distance);
   b. Blocking any fire lane;
   c. Parking so as to block the entrance to a building delivery area, service area for linen or garbage, and other truck or loading zones;
   d. Parking so as to block a roadway;
   e. Citations issued after revocation of permit;
   f. Citations received for parking on wrong campus; and
   g. Citations received for parking in handicap zones.

8. Unlicensed vehicles, improperly licensed vehicles, and vehicles that are inoperable must be removed from campus. Vehicles may not be left on campus for extended periods of time while the owner is absent (that is, summer vacation, winter vacation) without the expressed consent of Security and Public Safety.

9. Parking

   During the hours of 7 a.m. to 7 p.m. Monday through Friday, student parking is limited to the area assigned to the individual student by Security. A full description of parking regulations and restrictions is available through the Department of Security or the Dean of the College Office.

10. Vehicle Immobilization

    Any vehicle that is found to be in violation of campus traffic rules and regulations or the Illinois State Vehicle Code may be immobilized or towed at the owner's expense according to the discretion of the College.

    There will be an additional charge for the removal of a boot from immobilized vehicles.

1st offense	$25
2nd offense	$50
Additional offenses	$100

CAMPUS SPEED LIMIT — 15 M.P.H.

STUDENT HEALTH SERVICES

Health Center, Sports Center, ext. 5050

Student Health Services, in cooperation with Lake Forest Hospital, exists to assist students in maintaining a state of optimum health in order that they can pursue their studies at the College to the best of their abilities. Emotional and physical needs of the students are met in a way that is both corrective and educational. Health care for faculty and staff is not normally provided by Student Health Services. However, in an emergency, treatment will be provided and immediate arrangements made for further emergency treatment elsewhere.

Charges

Services are provided at the Health Center for students who have paid the clinic fee. Scheduled visits at the Health Center with the nurse or physician, dressing changes, physical examinations, mono spot, urine tests for pregnancy, wellness teaching, and suture removal are included. All other laboratory work, medication, and diagnostic x-rays are not covered by the clinic fee.

Emergency Service

In the event of an urgent illness or injury occurring when the Health Center is not open, the student should call Security, ext. 5555, who will transport or call an ambulance if necessary to be seen in the Emergency Department of Lake Forest Hospital.

Health Records

All new transfer, resident, and commuter students are required to complete a Medical History Report. A current immunization history is required prior to registration. Students will not be

permitted to register until the completed Medical History Report is received by Student Health Services. If a student leaves the College and returns after a period of one year has elapsed, the medical report record must be updated by reporting to the nurse at the Health Center for reevaluation. If the student remains at Lake Forest College without leaving for a period greater than one year, the health record will remain valid. This health record becomes a permanent part of the student's health file. When the student leaves the College, having graduated, transferred, or withdrawn, the health record will be kept for no fewer than five years. The professional staff of Student Health Services will chart in the student's health record. The health record will remain confidential and information will be released only with the written permission of the student.

Meals

In the event that a student is confined to a residence hall due to illness or injury, a meal ticket for a sick tray order may be obtained in the Health Center or after hours. In most cases the Outta Here program will be used for sick meals.

Sports Injury and Team Physicals (Varsity Athletes Only)

Athletic-related injuries must be seen in the training room by the Head Athletic Trainer. A certified athletic trainer is in attendance at all home events, and an experienced student trainer travels with the team to most away contests. If a student-athlete needs medical attention at any other time, the injured student should be taken to the Lake Forest Hospital Emergency Room, or may consult the Student Health Services. Physical examinations are required of all students who intend to try out for a varsity athletic team. New students (first-year and transfers) who plan to participate in intercollegiate athletics must go through an orthopedic screening performed by the College's team physician. In addition, all new student-athletes must obtain a physical exam prior to their season. The exam should be conducted by the student-athlete's primary care physician during the summer months prior to enrollment. Physical forms are mailed around July 1. If these requests are not met, students will not be permitted to participate in intercollegiate athletics. Physical screenings for returning athletes are done by the Health Center and Athletic Training Staff or by their own physicians. Physical examination forms can be picked up at the Health Center or Training Room.

Health Immunization Policy

All Lake Forest College students registered for course work (excluding auditors) must comply with the Illinois State Department of Public Health College Immunization Code and the health immunization policy of Lake Forest College. Proof of Immunization forms are available at the Health Center. The policy requires compliance by the end of the first semester of attendance. Students who are not in compliance with the policy will have their second semester registration canceled until they have fulfilled the necessary requirements. A late registration fee will apply. Student Health Services will implement the policy. All exemptions from compliance to the policy must be validated by Student Health Services. These exemptions may include medical, age, and religious reasons as stated in the Illinois policy. Requests for exemption must be initiated by the student and completed by November 1 for students entering the school fall semester and by April 1 for students entering the school spring semester. If a student is not in compliance at the time of withdrawal from the College, the Dean of the College or Community Education Director will mark the student's file clearly in the event readmission should be sought at a later date. Readmission consideration will not be granted until the medical form has been properly executed.

Health Insurance Program

All full-time and part-time undergraduate students are required and eligible to participate in the student health insurance program unless a written waiver is presented indicating evidence of equal or superior coverage. Insurance waiver forms may be obtained from the Business Office. Completed waivers must be returned to the Business Office by September 15 for full-year registration and by February 1 for spring semester registration. The provisions of the College Insurance Plan are detailed in a pamphlet available in the Health Center or Business Office, as are claim forms. It is the responsibility of the student or parent to complete the claim form and to submit it to the Business Office for processing. The College carries an additional insurance policy for intercollegiate athletics for "in-season" varsity athletic-related injuries; this policy looks first to other coverage and has a $250 deductible per injury. Students enrolled in any program abroad are required to have insurance coverage for medical evacuation and repatriation of remains. A separate policy is available for students not covered by the College insurance. Contact the Business Office.

FACILITIES MANAGEMENT

Facilities Management Building, ext. 5040

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, groundskeeping, motor pool, and maintenance. The work operation includes painting, plumbing, electrical, carpentry, and engineering staff.

OFFICE OF THE PRESIDENT

North Hall, Second Floor, ext. 5100

The President is the chief executive officer of the College. All officers of the College report directly to the President, including the Provost and Dean of the Faculty, Dean of the College, Vice-President for Alumni and Development, Vice-President for Business, as well as the Director of Admissions, the Director of Athletics, and the Director of Intercultural Relations.

The President's Office maintains regular College hours. The President has open office hours for students, and students can also schedule appointments. In the President's absence, his assistant will refer inquiries promptly to the appropriate person.

PROVOST AND DEAN OF THE FACULTY

North Hall 209, ext. 5020

The Dean of the Faculty oversees all academic programs and departments, Community Education, the Registrar, Library and Information Technology, the Writing Center, the Learning and Teaching Center, and together with the Dean of the College, faculty advising and academic discipline. In addition, the Deans periodically review the academic records of every student and notify students of their progress toward obtaining a degree.

REGISTRAR

North Hall 103, ext. 5025

This office handles course registration, course information, and transcripts.

WRITING CENTER/TUTORING

Carnegie Hall, ext. 5233

The Writing Center offers free tutorial assistance, information, and resources to all students who need to cope with unfamiliar writing tasks of every type: short papers, lab reports, business letters, cover letters, research papers, senior theses, creative writing, or letters of application. The Director of Writing Programs, the Assistant Director of the Writing Center, and a staff of well-qualified student tutors provide a free support service at all levels of writing competency: help with grammar, punctuation, manuscript preparation, and style; guidance in better organization, outlining, and proofreading; writing instruction for non-native speakers; English language assistance for non-native speakers. Handouts on various aspects of writing are available free of charge and may be consulted in the Center's tutoring offices. These materials cover the needs of all disciplines taught at the College, just as the tutorial staff represents a wide spectrum of disciplines and writing experience. Please note that the Writing Center is not a proofreading service, but rather a place where students learn how to write well. The Writing Center is open to all members of the campus community at regular hours six days a week, Monday through Friday and on Sunday. Drop-in visitors are welcomed on a first-come, first-serve basis, but students are encouraged to schedule appointments by phoning the Writing Center at ext. 5233. For hours and other information, visit our Web site at www.lfc.edu and go to "QuickLinks" or "Student Services."

SECTION III: CAMPUS INVOLVEMENT

GENERAL ASSEMBLY

History

The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930s to the Community Government Association (CGA) of the 1960s. The current Student Government, established in 1972, is composed of the General Assembly (GA) and its subcommittees, the Executive Committee (EC), and the four GA officers: the President, Vice President, Treasurer, and Secretary. Student members of other College governance committees also play an active and important role in the General Assembly. In addition, campus organizations are supported by the General Assembly.

General Assembly Office

The General Assembly Office is located in Commons and is open regularly Monday through Friday. Everyone is encouraged and welcome to stop by. Address any correspondence to Student Government or call (847) 735-5212.

Elections and Appointments

General Assembly officers and most campus organization leaders and governance committee members are elected or chosen in the spring. (Consult the GA Constitution, governance election sections, and organization write-ups for details.) There are many ways to be involved in General Assembly without running for an elective office. Throughout the year GA Government will post notices announcing various committee openings. GA Government provides applications for most organization positions. Petitions, when necessary, are to be signed by 25 full-time Lake Forest College students and are provided by the Office of the Dean of the College. Only full-time Lake Forest College students are eligible to run for office. All candidates for student government officer positions must have a cumulative 2.0 GPA the semester prior to their election. Additionally, any student wishing to be on the ballot for elections to campus governance committees must meet this GPA requirement. Finally, all leaders of student organizations, editor-in-chiefs, varsity team captains, and presidents of Greek organizations must have a minimum cumulative GPA of 2.0 in the semester prior to their election or appointment and for any subsequent semester during which they serve as chief officer.

Minutes

Minutes are posted on the Commons bulletin board. Any student interested in receiving current minutes for any of the College Governance committees should contact Student Government.

STUDENTS AND THE BOARD OF TRUSTEES

Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through standing committees and task forces, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, the GA President and Vice-President, serve as voting members on the full Board. The standing committees of the Board of Trustees on which students serve are composed as follows:

- two student recommended to the President at the beginning of the school year by the Student Government Executive Committee,
- one alumni representative,
- two faculty members appointed by the President,
- an officer or staff assistant of the College appointed by the President to serve as ex officio Secretary of the committees, and
- trustees appointed by the Chairperson of the Board of Trustees.

The committees with student membership and their functions are outlined below.

Academic Affairs Committee - recommends educational policies, faculty appointments, promotions and salaries, and candidates for honorary degrees.

Athletics Committee - establishes College policies concerning intercollegiate athletics, evaluates program objectives, and reviews budgets, personnel, and plant needs of the Athletic Department.

Budget and Audit Committee - recommends fiscal policy, sale of off-campus real estate, and selection of auditors. It deals with the College budget, tuition, and an examination of the College's insurance coverage.

Property and Operations Committee - recommends policies for the administration of campus grounds, and buildings.

Student Affairs Committee - makes recommendations to the full Board of Trustees on student life and welfare.

The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to each full Board meeting; although some, such as the Budget and Audit Committee, meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other group's policies, problems, and viewpoints.

STUDENT ORGANIZATIONS

For any information concerning these organizations, contact the Leadership and Community Involvement located in the Commons.

Academic

BETA BETA BETA
Tri Beta is a society for students dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research.

KAPPA DELTA PI
Kappa Delta Pi strives to promote a closer fellowship among students who are dedicated to the teaching profession. It promotes excellence in and the recognition of outstanding contributions to the field of education.

MATHEMATICAL ASSOCIATION OF AMERICA (MAA)
MAA promotes and enhances the appreciation and understanding of mathematics throughout the broader LFC community through social, professional, and educational activities.

MOCK TRIAL
Mock Trial stimulates and promotes students interested in a legal profession. The Mock Trial local events of interest to students considering law school and sends a team to the annual Undergraduate Mock Trial Competition at Drake University.

MODEL UNITED NATIONS
An organization that allows students to experience international politics.

NATIONAL EDUCATION ASSOCIATION (NEA) STUDENT PROGRAM
The student's NEA is a grassroots organization serving education students nationwide. Its goals are to provide opportunities for professional development and leadership training, to advocate at all levels for student members and their concerns, to monitor national issues that impact future teachers, and to provide students with the opportunity to network with other future teachers. Members also participate in numerous community service projects related to education.

PHI SIGMA TAU

Phi Sigma Tau fosters intellectual thought and exploration and also provides activities for the entire campus community that encourage individual thinking as an alternate choice.

RED AND BLACK
Red and Black, established in 1988, offers programs enhancing the academic and cultural environment of the campus.

STUDENT AFFILIATES OF THE AMERICAN CHEMICAL SOCIETY (SAACS)
The Student Affiliates of the American Chemical Society is an organization that sponsors activities designed to promote a greater understanding and appreciation of chemistry.

Art & Performance

A CAPPELLA ENSEMBLE
The Lake Forest College A Cappella Ensemble is a select group of singers who perform mostly a cappella choral literature of all periods and styles. Open to all students by audition.

"UNTITLED," FORMERLY KNOWN AS THE ART CLUB
The Art Club seeks to provide students with opportunities to experience and create art outside the classroom. They sponsor art displays in the Coffeehouse, hold art auctions, and support art majors and the art department.

EXPRESSIONS
An organization dedicated to the promotion of the performing arts by and about black people.

CHAMBER ORCHESTRA
The Lake Forest College Chamber Orchestra performs two concerts each semester featuring Baroque, Classical, Romantic, and twentieth- century repertoire. Open to all students by audition.

CHORUS
Lake Forest College Chorus performs choral literature of all styles and periods from many cultures. Two performances are given each semester. Open to all students.

DANCE CLUB
The Dance Club holds weekly dance instruction classes open to any interested students. Members of this group also participate in on-campus performances.

GARRICK PLAYERS
The Garrick Players is the oldest student-run theatre organization in the state of Illinois. The mission/goal of the Garrick Players organization is to engage in and actively promote interest in the theatre for Lake Forest College students. Programming used to support our goal includes workshops with theatre professionals from Chicago, production of live performances, playwrighting, directing and coursework offered through the theatre program.

JAZZ ENSEMBLE
The Jazz Ensemble performs music from big band classics and contemporary repertoire. Open to all students by audition.

POOR PLAYERS GUILD
An organization consisting of actors and directors that independently lacks the necessary resources to undertake theatrical productions.

VOICES OF THE WORLD
A student organization established in 1999, Voices of the World elevates the existing cultural diversity on campus. Through Gospel music, the group educates, entertains, and brings students from diverse backgrounds together.

Athletic (Non-varsity)

ATHLETIC COUNCIL
The Athletic Council (AC) encourages the development of leadership skills of students with an interest in athletics. The main focus of the council is to increase school spirit and athletic support throughout the College community.

CLUB SPORTS
Club Sports is a comprehensive athletic program funded by the Student Government and the Athletic Department. Club sports are student-run activities, although faculty advisors are suggested and welcome. A club sport will be supported if there is no current varsity team participating in that sport. Please contact the Club Sports Director in the Athletic Department to find out more about Club Sports.

INTRAMURAL SPORTS
Variety of sports for the non-varsity leveled athlete; open to students, faculty, and staff.

Communications

COLLAGE
Collage, published every spring, represents the efforts of both students and faculty in the foreign languages.

FORESTER
Each year the yearbook staff sets out to produce a book that depicts the flavor of life for students, faculty, and administration as they engage in social and academic activities on campus.

STENTOR
The Lake Forest College campus newspaper, published for the first time during the 1886-87 academic year, continues to cover campus events, provide editorial opinion, and offer a voice to the Lake Forest College community. The Stentor office is located in the lower level of the Commons, adjacent to the Coffeehouse.

TUSITALA
Tusitala, first published in 1935, continues to provide an outlet for student poets, prose writers, photographers, and artists.

WMXM
WMXM, the College's FM radio station, broadcasts at 88.9 on your dial. The station is managed entirely by students and is on the air every day. There are opportunities for aspiring deejays, newswriters and reporters, sportscasters, production assistants, salespeople, and publicity people. Interested students are encouraged to attend meetings and to drop by the station for more information.

Community Service

BEST BUDDIES
Best Buddies provides one-on-one friendship for mentally handicapped people in order to enhance their lives.

BOYS AND GIRLS CLUB OF AMERICA
The Club provides programs and services to promote and enhance the development of boys and girls by instilling a sense of competence, usefulness, belonging and influence.

CIRCLE K
Encourages international university students to participate in community service.

KRIMSON KLUB
This group is a community service organization aimed at serving Lake Forest and other neigh-

boring communities.

MEASURE OF OUR SUCCESS MENTORING PROGRAM
This organization provides an opportunity to serve as a mentor to an elementary school student. Monthly Chicagoland and campus activities are planned and shared.

WOMEN FOR SOCIAL CHANGE
A women's organization which promotes academic achievement and community service within diverse communities.

General Interest

AMBASSADORS
The Ambassadors are students who provide tours for prospective students and their families.

CAMPUS ENTERTAINMENT COMMITTEE (CEC)
The Campus Entertainment Committee (CEC) consists of volunteer students who work with the Director of Campus Activities in planning dances, concerts, and weekend entertainment.

ENTREPRENEUR CLUB
This club brings together students who are interested in business and have an entrepreneurial spirit. Activities include speakers, trips, and various projects.

THE LEAGUE FOR ENVIRONMENTAL AWARENESS AND PROTECTION (LEAP)
LEAP is a student group promoting environmental education and action.

SENIOR CLASS COMMITTEE
The committee serves to promote class unity and to create a cohesive class identity.

SENIOR 25
Senior 25 honors students selected in their junior year who maintain good academic records (2.7 minimum GPA) and who have shown leadership through their participation in extracurricular activities.

STUDENT ALUMNI ASSOCIATION (SAA)
The Student Alumni Association is an organization that assists the Office of Alumni Programs in providing and maintaining a link between current students and alumni through structured programs and social activities.

Greek Letter Organizations (Fraternities & Sororities)

ALPHA KAPPA ALPHA SORORITY INCORPORATED (AKA)
AKA cultivates and encourages high scholastic and ethical standards to promote unity and friendship among college women, to study and help alleviate the problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of service to all humankind.

ALPHA PI DELTA
Alpha Pi Delta is a sorority that serves both a social and a philanthropic purpose. The members are interested in organizing social activities for themselves and for the community at large.

DELTA CHI
Delta Chi is an international fraternity with a total membership of over 70,000 men. The Lake Forest College chapter was established in 1995 with the purpose of bringing an organization to campus that would strengthen College and alumni ties while helping its members to develop character through community service, leadership opportunities, and social events.

GAMMA PHI OMEGA

Gamma Phi Omega was founded in 1988 as an organization for women and became a sorority in the fall of 1989. The goals of this group include promoting diversity, providing service for the community, and expanding opportunities for women.

GAMMA RHO DELTA
Gamma Rho Delta is a sorority committed to developing the spirit of sisterhood among members and a sense of dedication to Lake Forest College. Open and private parties given throughout the year seek to enhance the social atmosphere of the campus.

GREEK COUNCIL
The Greek Council serves as an umbrella organization for the Greek groups on campus. Currently there are three fraternities and four sororities.

KAPPA SIGMA
Kappa Sigma is a national fraternity originally founded at Lake Forest College in 1983 as a local chapter. Its primary goals and philosophy are based upon academic excellence and a concern with the betterment of the College community.

PHI PI EPSILON
Phi Pi Epsilon, established at Lake Forest College in 1895, is the oldest local fraternity in the United States. The brothers of Phi Pi Epsilon are involved in many campus organizations and athletic teams.

Greek Letter Organizations Guidelines

Unit members are expected to take reasonable steps in the planning of events to ensure the safety of persons and property. It is reasonable to expect that the consumption of alcoholic beverages will be controlled by group members. It is reasonable to expect group members to escort "problem" people out of the residence hall, not just out of the lounge or room. It is reasonable to expect designated group members to serve as host, bouncer, or sergeant-at-arms during group functions.

A. Fraternities and sororities are to be reviewed each spring by the College Life Committee. These reviews will focus on the required areas listed below.
   1. Every organization must have a faculty advisor. It is the responsibility of the president of each organization to meet at least once a month with the advisor(s).
   2. Every organization must complete two on-campus and two off-campus service activities each semester.
   3. Every organization must possess a mission/philosophy statement that is compatible with the educational mission of the College.
   4. When hosting social events, every organization must meet the requirements listed in the alcohol policy section of this handbook.
   5. All pledging/new member program guidelines must be followed as listed below in this section.
   6. All organizations will be asked to discuss academics, risk management, educational programs, general campus contributions/demeanor, and other topical areas as deemed appropriate by the committee.

   Organizations failing to meet these requirements will face possible loss of campus privileges, including recognition as a student organization.

B. The Greek Council coordinates fraternity and sorority activities and business on campus. The Greek Council consists of four executive officers (president, vice-president, treasurer and secretary) and elected representatives from each fraternity and sorority. The Director of Leadership and Community Involvement serves as advisor to this organization.

C. Rush consists of those activities that are aimed at recruiting and/or entertaining prospective new members and which take place prior to the selection of the new members. Rush events must follow the guidelines listed below.

1. During the fall semester, organizations are limited to rush activities/events.
2. There is to be no alcohol present at any rush events.
3. Rush events must be open to any interested students.
4. No rush events may occur off-campus without written approval from the Director of Leadership and Community Involvement.
5. A calendar of all fall rush activities must be submitted to the Director of Leadership and Community Involvement one week prior to the first scheduled event.

D. Pledging/New Member Programs: The following guidelines were developed by students in fraternities/sororities, staff, and faculty during the fall 1997 semester in response to a growing need within the Greek organizations at the College to redefine their new member education.

These new guidelines center around respect for new members. The accepting of new members should be a positive time of celebration and learning. It should not be a physical or emotional endurance period, filled with intimidation and harassment. The time should be used to educate new members about the organization and help them develop in the areas of academics, leadership, community service, career choice, social skills, and more. This is a good opportunity to begin training new members to be the future leaders of the organization. Groups are strongly encouraged to work to create unity throughout the entire organization during this time, not just between members of the new class. That will ultimately create a stronger organization. Building a bond, commitment, and trust between new members and the group can and must occur in constructive ways.

1. General Guidelines
   a. The Director of Leadership and Community Involvement will hold a meeting before the end of the first semester to review the new member program policy. All groups are required to have their new member chairperson attend. The presidents of each organization are strongly encouraged to attend.
   b. Any student who wishes to join a Greek organization must register with the Leadership and Community Involvement Office, completing and signing a registration form, and be familiar with the new member education policy before an invitation can be accepted.
   c. All invitations to join a Greek organization will be given out after 5:00 p.m. Friday on one weekend in second semester. This weekend (herein known as "bid weekend") will be determined prior to the end of the first semester by the Dean of the College Office on the recommendation of the Greek Council.
   d. Each group must submit a detailed schedule of events for their new member program to the Director of Leadership and Community Involvement on the Monday prior to bid weekend. The schedule must, at a minimum, include a comprehensive list of activities for each week. Each event/activity in the schedule should be briefly described. At this time a list of potential new members must also be submitted for grade verification.
   e. No student may be invited to join a Greek organization without first achieving a minimum cumulative GPA of 2.0 or higher, as well as a 2.0 the semester prior to joining.
   f. New member activities, organized or unorganized, are not permitted in the dining hall.
   g. Students may not sleep in lounges.
   h. No new member activity may distract the attention of a class away from the educational process.
   i. All activities are expected to conform to the rules of conduct in the residence halls.
   j. Activities may not occur off-campus unless first approved by the Director of Leadership and Community Involvement. No group may hold more than three approved events off-campus during new member programming.
   k. Activities that interfere with or disrupt the lives or work of non-members are prohibited.
   l. Each organization must have a registered faculty/staff advisor in order to conduct new member activities.
   m. Once an individual has committed to a group and accepted a bid to be a new member,

he or she may not join another fraternity or sorority at the College. An individual may not resign from one fraternity/sorority and join a different fraternity/sorority while enrolled as a student at the College.

2. Program Structure
   a. New member activities are restricted to a maximum of 16 hours a week, with no more than 10 hours scheduled between Sunday at 5:00 p.m. and Friday 5:00 p.m.
   b. Activities may not occur between the hours of 10:30 p.m. and 7:30 a.m. beginning Sunday evenings and Friday mornings.
   c. New member education programs may be held in the second semester, beginning no earlier than bid weekend and ending no later than the Sunday following the fifth full week of classes.
   d. Organizations are required to provide new members at least 15 hours of study time per week. The organization is responsible for keeping a log sheet tracking each new member's time spent studying. The organization should encourage each member to set specific study hours for themselves, but not for the new member group as a whole.
   e. Organizations are encouraged to provide other academic/extra-curricular support services for new members; for example, seminars on study skills, writing papers, time management, career development, leadership skills, tutoring programs, and major matching, etc.
   f. Organizations are encouraged to pair each new member with an active member who would serve as a mentor during the period (for example, big brother/big sister). This relationship should be a positive, supportive one in which the active member helps the new member successfully transition into becoming an active, contributing member, as well as a successful student, both academically and socially.
   g. Organizations are required to provide a written schedule of time commitments to both active and new members. At a minimum, a schedule must be provided on a weekly basis to provide students ample time to organize their academic and other responsibilities during a given week.
3. Policy Support
   a. Positive and constructive examples of new member activities and motivational techniques are available through the Leadership and Community Involvement Office. The Director of Leadership and Community Involvement is available to meet with any organization to provide help in designing activities and programs. Groups are encouraged to include and consult their advisor during the planning process.
   b. This policy is to be reviewed by the College Life Committee every spring in conjunction with the general Greek review process.
   c. All new member educators/pledge educators are required to review this policy with the active members of their organizations before new member programming begins.
   d. All organizations must have an internal system in place for dealing with active members who violate this policy and the rights of new members.
   e. The new member educator and president from each organization must sign a Statement of Positive Association with the Director of Leadership and Community Involvement before programming may begin.
4. Hazing

Lake Forest College explicitly and emphatically prohibits hazing. Hazing is defined as any action taken or situation created by any group, on or off campus premises, intentionally designed to produce mental or physical harm, discomfort, harassment, embarrassment, or ridicule. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, the coerced use of alcohol/other drugs, and any other activities that are not consistent with the guidelines, regulations, and/or policies of the College. Hazing violations will be dealt with by the College's judicial system. In addition to those sanctions included in the judicial system, the Dean of the College staff may administer sanctions that include, but are not lim-

ited to, warnings, suspensions, or disbandments of organizations. Explicit violations of this policy will warrant the consideration of a minimum sanction of suspension for at least one year. This policy acknowledges the role that peer pressure and acceptance play in new member programs. With this stated, it is important to understand that consent of a new member to given activity does not necessarily imply that the activity in question is appropriate. Illinois state law states, "A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person." Hazing is a Class A misdemeanor under the law. Hazing that results in death or great bodily harm is a Class 4 felony, punishable by up to three years in prison.

The following hazing activities are expressly forbidden at Lake Forest College:

a. Consumption of alcohol at any time during a new member program.

b. Required consumption of any liquids or solids, or placing liquids or solids in the mouth of a new member, other than the normal uncoerced intake of beverages and food.

c. Wearing of conspicuous, potentially embarrassing, articles of clothing/outfits that draw unusual attention to a new member or that are not normally in good taste.

d. Testing, quizzing, or interrogating new members, which includes "line-ups," with the fear of punishment or ridicule upon failure.

e. Required greetings for new members when they interact with active members that are inappropriate, or embarrassing, or use derogatory nicknames.

f. Any outdoor activity that is not first approved by the Director of Leadership and Community Involvement (given new member programs occur during cold weather time).

g. Calisthenics/aerobic activities (for example, running, push-ups, etc.) that are not first approved by the Director of Leadership and Community Involvement.

h. Blindfolding without an explanation for the new members of what is to occur and without an advisor present.

i. Punishments of any kind (physical or psychological), other than probation or expulsion, for not meeting expectations.

j. Physical abuse of any kind.

k. Psychological abuse of any kind, including verbal harassment and berating.

l. Acts of personal servitude (washing laundry, serving food, etc.) by new members for active members or others.

m. Disrupting or prohibiting an adequate amount of sleep per day.

n. Disrupting or prohibiting an adequate amount of study per day.

o. Public stunts aimed at embarrassing or putting new members on public display.

This list is not inclusive of all possible activities that might be deemed inappropriate by the College and Greek Council. Groups are strongly encouraged to regularly consult the Director of Leadership and Community Involvement if they are uncertain about whether or not a specific activity is consistent with College policies. If new members have concerns about the pledging process or experience problems as a result of it, they are encouraged to contact the Leadership and Community Involvement Office or their Residence Staff for assistance or information.

Intercultural

ALLY PROGRAM

The Ally Program is a support system set up to help individuals from historically oppressed groups to excel at Lake Forest College. Certain groups of people are often misunderstood, prejudged, and unaffirmed because of their race, religion, sexual orientation, physical ability, economic class, or other cultural characteristics.

ASIAN INTEREST GROUP (AIG)

AIG aims to teach the campus about Asian cultures; to bring Asian/Asian-American speakers in different fields to the College; to provide a support group for Asian students academically and socially; to utilize the resources of Chicago; to help train Asian students to be campus and community leaders; and to provide social services as needed.

BLACK CAUCUS

Founded in 2001, the Black Caucus serves as a vehicle for unifying the African-American community and numerous diverse organizations.

FRENCH CLUB

The French Club has as its goal giving students a better understanding of French culture through participating in a number of cultural activities either on campus or in the greater Chicago area.

FRIENDS OF BULGARIA

Friends of Bulgaria popularizes Bulgarian and Eastern European culture and traditions on campus.

INTERCULTURAL ADVISORY COUNCIL (IAC)

Under the leadership of the Office of Intercultural Relations, the IAC plans, coordinates, implements, funds, and evaluates campus wide intercultural programs. It is composed of intercultural student group leaders and faculty/staff advisors. It also publishes a monthly Intercultural Calendar.

INTERNATIONAL STUDENT ORGANIZATION (ISO)

ISO brings together international students and other students with diverse cultural interests. This union provides a supportive community for students and is intended to further an awareness and understanding of various cultures within the group and the College community.

LATINOS UNIDOS

Latinos Unidos is a support group that promotes educational, historical, and cultural events for the Latino community.

PRIDE LAKE FOREST

Pride opposes homophobia and provides a venue to support gay, lesbian, bisexual, transgender, and straight ally students.

UNITED BLACK ASSOCIATION

The United Black Association, founded in 1989, is an organization dedicated to creating a college experience reflective of the endeavors of students of color.

Political

COLLEGE DEMOCRATS

College Democrats strive to get students interested in participating in local and national political issues and campaigns.

COLLEGE REPUBLICANS

The College Republicans help students get involved with both local and national political issues and campaigns.

Religious

CAMPUS CRUSADE FOR CHRIST

An Evangelical Christian student organization.

theses; workshops for new students; workshops with faculty and students on learning issues; videotape practice sessions; and recordings for the blind and dyslexic.

LIBRARY AND INFORMATION TECHNOLOGY (LIT)

Donnelley Library, ext. 5055

Library and Information Technology includes both library and computing services. LIT is responsible for helping students find, evaluate, and utilize information and technology effectively.

Information Technology Services

LIT is responsible for computer, network, and telephone systems. All students are eligible to receive accounts for using e-mail, the World Wide Web, personal Web pages, and laser printers. The main computing laboratory, located in Johnson B, contains both Macintosh and Windows computers. The Johnson lab is open 24 hours a day, and lab assistants are on duty seven days a week. A computer training lab is located in Donnelley Library Room 50 and is available for general computing use when classes are not in session in the lab. A variety of software is available on the lab computers for word processing, statistical analysis, Web browsing, e-mail, etc. This software may not be removed or duplicated for use on personally-owned computers. All computer labs are connected to the College network and to the Internet. Students living in the residence halls may connect personally-owned computers to the campus network at no charge. LIT staff are available to assist students with this process. Lake Forest College computing services exist for the primary purpose of transmitting and sharing information in endeavors that support the academic mission of the College. It is the policy of the College to provide the broadest possible access to technology resources for all members of the College community. LIT staff closely monitor the allocation of technology resources, and may, when deemed appropriate, prohibit activity that consumes excessive amounts of network bandwidth or computing resources. Students may not run servers on the campus network without first receiving permission from LIT. Under no circumstances may the campus network be used for unauthorized distribution of copyrighted software or any other form of intellectual property. Violations of these policies will result in judicial sanctions, and, depending on the nature of the violation, may be subject to state or federal prosecution. Questions about these policies may be referred to the Director of LIT.

Libraries: Donnelley and Freeman Science

The Donnelley Library is the main campus library and is open 96 hours per week during the academic year. The Freeman Science Library, located adjacent to the Johnson Science Center, houses the Chemistry and Physics collections. The main telephone number for the Libraries is (847) 735-5056. The Web page for the Lake Forest Library is located at http://www.lib.lfc.edu This page will connect to ILLINET Online, the library's catalog. College patrons may use ILLINET Online to locate books at the College, as well as to request books from other academic libraries in Illinois. The Library Web page also connects to a large number of periodical databases, which allow College patrons to look for journal articles. Some databases are available on campus only.

Library services include Reference, Circulation/Reserves, Audio/Visual (including a digital video editing workstation), Interlibrary Loan, Special Collections, and classrooms. While the brief descriptions below will give an idea of the library services offered at the College, detailed information is available from the Library's Web page. The Reference Desk is located on the main floor and is the place to go for help in using the library and doing research for class assignments and research papers. Students may schedule individual appointments or may stop by the desk any time for assistance. Circulation/Reserves is located just to the left as you enter Donnelley. This is where you may check books out, pick up books requested through ILLINET Online, and look at Reserve materials. Reserve materials are books and articles that faculty have held aside for their students to use in specific courses. Reserve materials may not be checked out of the library. Photocopiers are available at Circulation/Reserves as well. Audio/Visual is located on the lower level of Donnelley. Students may use Audio/Visual services to watch videos in the library (both for pleasure and for class), listen to music or voice recordings, or edit digital video. Non-text reserve items are also located in Audio/Visual. Audio/Visual staff are available to assist with

microfilm readers as well. Interlibrary Loan is a service through which students can request copies of journal articles and non ILLINET books. This service is provided free of charge. Most requests for journal articles are filled within two weeks. Special Collections houses rare items from the Library's collection as well as College records. Special Collections material must be used in the Special Collections reading room. The College Archivist is available to help students locate and use this material. Classrooms are located on the lower level of Donnelley and one of them, Rm. 50, doubles as a computer lab when it is not being used for class. Students may use either Macs or PCs and may print in Room 50.

MAIL SERVICES

Commons, Lower Level, ext. 5037

All mail and packages are received and processed through the College Mail Room. The service window is open from 10 a.m. to 5 p.m. Monday through Friday. Students are assigned a box for the period of time they are in attendance at Lake Forest College. Box numbers and combinations will be mailed with the welcome packets.

The correct format for addressing incoming mail to a student at Lake Forest College is:

Student's Name
Box #0000
Lake Forest College
555 N. Sheridan Rd.
Lake Forest, IL 60045-2399

Packages may be shipped by USPS, Fed Ex, or UPS. Please see the Mail Services Web site for details of these and other services.

PRINTING AND FAX SERVICES

Young Hall Annex Printshop , ext. 5082

Photocopiers are available for either self-service or operator-assisted copying at a nominal charge. A variety of papers, including recycled, are available for resumes; and matching envelopes are stocked, as well as a selection of colored papers for brochures, announcements, and flyers. Professional graphic design services and offset printing are available for student organizations, as well as for the various College departments. Hours are Monday - Friday, 8:30 a.m. - 5 p.m. Fax transmissions may be made in the College print shop. The charge for outgoing faxes is $1 per page; for international faxes the charge is $3 per page. All incoming personal faxes cost $1 per set. All personal faxes are COD.

STUDENT EMPLOYMENT

Business Office, ext. 5031

Students interested in obtaining employment on campus should apply at the Business Office. Student aid recipients whose employment offer reads "federal work-study" will be placed first. All student employees must have completed and have on file W-4, I-9, and authorization forms before work begins. These forms are available in the Business Office from the Student Employment Coordinator.

TELEPHONE SERVICES

Local telephone service is provided for all students living in residence halls. Students must provide their own telephones. Long distance service is available, or students may use telephone credit cards from their long distance carrier. Misuse of campus telephone systems for placing prank or harassing phone calls will incur judicial sanctions. If you receive harassing or prank phone calls, please contact Security and Public Safety immediately.

SECTION V: POLICIES & PROCEDURES

ACTIVITY FEE FUNDING GUIDELINES

The Activity Fee is determined by the Administration of the College in consultation with Student Government and is collected by the Administration as a part of the general fee structure of the

College; failure to pay the fee results in suspension of a student's registration at the College. The College allocates the fee to Student Government once a year. Recommendations for the disbursement of these funds are made by Student Government, and the Dean of the College must approve the budget before any expenditures may be made. The Administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced. The administration also reserves the right to revise the fee or to cancel it entirely for a given year if it is determined that established priorities are not being met and/or procedures are being violated, or if it is in the best interests of the College. A review may be held at any time at the request of either Student Government or the Administration and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be undertaken by the College Life Committee, which shall report its findings to the Dean of the College Office.

Priorities

The Activity Fee shall be distributed in recognition of the following priorities:

a. Maintenance of a representative Student Government;

b. Encouragement of responsible Student Government through procedures that recognize and reflect individual expressions of funding priorities;

c. Maintenance of an effective, community-wide communication system on campus (for example, The Stentor, WMXM);

d. Support of a comprehensive program of community-wide cultural activities;

e. Encouragement and support of a residence hall program;

f. Encouragement and support of subgroups within the total community that contribute to the strength and diversity of the entire community.

Procedures

a. The Budget of Student Government shall be set annually by the Government in the spring of each year.

b. All accounts of Student Government will be maintained within the College's accounting system and will be subject to semi-annual review by the College's Business Office.

c. All programs, events, publications, etc., supported by the Activity Fee shall be open equally to all members of the College community.

d. All expenditures must be in compliance with civil law and College rules.

e. Neither Student Government nor organizations granted "economic autonomy" may engage in deficit spending.

f. No Activity Fee funds may be used to purchase alcoholic beverages.

AIDS POLICY

It is the policy of Lake Forest College that students, faculty, and staff shall not be discriminated against on the basis of exposure to or infection by the human immunodeficiency virus that causes AIDS. Individuals who have been infected by the AIDS virus shall be afforded every reasonable opportunity to pursue their course of studies or employment as long as they are physically and mentally able to do so. All decisions regarding accommodation of infected individuals shall be made on a case-by-case basis and with the benefit of competent medical and legal advice. All information regarding infected students, faculty, or staff shall be treated as confidential. In addition, this policy specifically provides for the following:

1. The President shall assign to appropriate administrators the responsibility to represent the College in all inquiries about the AIDS Policy, as well as for the implementation of related educational programs and support services, and shall designate those responsible for coordinating AIDS programs and services from the College's several constituencies.
2. Students and employees of the College who have been infected by the AIDS virus as indicated by a confirmed "positive" antibody test result and follow-up medical examination are encouraged to report their status to the office of the President, who shall retain final authority for approving accommodations that might affect the academic progress, housing assignments, and/or schedules of those individuals.
3. The President, acting through appropriate administrators, will be responsible for advising persons infected with the AIDS virus (a) of available treatment, counseling resources, and practices recommended to reduce the risk of transmitting the AIDS virus to others, (b) of procedures to follow in the event of a medical emergency, and (c) in the case of students (and their roommates), of available optional housing assignments that will include a single room choice.
4. Individuals who are infected by the AIDS virus and who knowingly engage in "unsafe" behaviors that place fellow members of the College community at increased risk of infection may be subject to disciplinary action, up to and including suspension or expulsion.
5. The policy of the College regarding confidentiality of records shall be applied to all information, correspondence, and data regarding students or employees known to be infected with the AIDS virus.
6. Where it is determined based upon competent medical authority that AIDS-infected employees or students can safely and ably pursue their course of studies or employment, all members of the College community will be required to assist the College in implementing the obligation to refrain from discrimination against any such individual.
7. Sanctions for violations of this policy may be appealed through the appropriate grievance procedure, but final authority for dismissal or termination from the College for a violation of this policy shall rest with the President.

ALCOHOL POLICY

The State of Illinois requires that persons be 21 years of age or older to purchase, possess, or consume alcoholic beverages. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons, are in violation of Illinois law. The College expects students to conform to these laws and to recognize that the campus is not exempt from the laws of the State of Illinois. Lake Forest College, however, is not a law enforcement agency and therefore cannot assume official responsibility for enforcing the state liquor laws. College regulations reflect not only the law but also larger issues stemming from the use and abuse of alcohol in our national culture.

Regulations

1. Responsible Use of Alcohol

   a. Individuals: Alcohol abuse endangers student lives and is inconsistent with the educational purposes of the College. It is therefore considered a serious violation of College policy. Alcohol abuse may be manifested by behavior ranging from loss of motor control or slurred speech to vomiting or loss of consciousness. A first offense subjects individuals to an Administrative Warning and a required meeting with the Dean of the College, followed by a two-session mandatory evaluation by the Counseling Center of their use of alcohol. A second offense brings students to disciplinary action by the Drug and Alcohol Hearing Board with a minimal sanction of a Judicial Citation. A third offense shall ordinarily lead to a recommendation of suspension by the Board. [Note: The voluntary submission for medical or counseling review shall be considered a mitigating factor in the consideration of a sanction.]

   b. Organizations: Organizations sponsoring events at which beer and wine are served are responsible for assuring that their guests do not abuse alcohol and that all the regulations pertaining to the consumption of alcohol contained in the Facility Reservation Form are followed. Failure to exercise such responsibility will cause the organization to forfeit its privilege to host social functions over a period of time to be determined by the Dean of the College Office and may result in discipline up to and including the disbandment of the organization.

   c. General restrictions: No kegs, party balls, or bulk containers of any kind are permitted anywhere on campus. No drinking games of any sort are permitted on campus. No paraphernalia connected with drinking games—for example, beer bongs, funnels, or beer die tables—are

permitted on campus. Any item of paraphernalia found by campus officials will be confiscated and disposed of (following the completion of any judicial matters involving the item).

2. The regulations stated in the Facility Registration Form are these:
   a. Activities of a party nature are discouraged during the day and evening preceding a class day, but when approved, will be limited to 35 people. Alcohol is not permitted at these events, and the space must be vacated by 11 p.m.
   b. Activities involving more than 35 people must be approved by noon on the Wednesday prior to the event. Activities involving fewer than 35 people must be approved by noon on the day when the event is to be held.
   c. The Facility Reservation Form must include the signature of at least two students who agree to be the student hosts. Hosting entails attending the event from beginning to end and ensuring that the function proceeds in accordance with College policies. These students must be 21 or over and are responsible for checking Lake Forest College student identification and supervising conduct. Student hosts may not consume alcoholic beverages during the event.
   d. No alcoholic beverages other than beer in cans and wine may be served.
   e. The College requires that a minimum of 50 percent of the total spent on alcohol at any social event be used for the purchase of non-salty food and equally attractive non-alcoholic beverages. No school funds (this includes the money from student fees) may be used for the purchase of alcoholic beverages, and no alcohol may be sold at the function. Reference to alcoholic beverages may not be used in advertising the event.
   f. At weekend events alcohol may not be served before 9:00 p.m. or after 1:30 a.m., and the space must be vacated by 2 a.m.
   g. If alcohol is served, the event may be open only to Lake Forest College students, faculty, and staff.
   h. Each campus organization may sponsor a maximum of six events per semester at which alcohol is served. This figure includes all events the organization may be involved with (as sponsors or co-sponsors) in any of the approved locations on campus. In addition, for each two events sponsored by an organization at which alcohol is served, a separate, all-campus nonalcoholic event must be sponsored with the Leadership and Community Involvement Office or members of the organization actively participating in the Campus Entertainment Committee as outlined by the Leadership and Community Involvement Office.
   i. Host groups are responsible for cleaning the areas in which the social event took place. This clean-up must meet the standards of Facilities Management and the Dean of the College Office. In public venues, for example, Commonplace and the Ice Rink, arrangements must be made in advance with Facilities Management for a clean-up by members of their custodial staff. Host groups are responsible for any damages in and around the reserved area.

3. Locations Where Consumption of Alcohol Is Permitted

   Consumption of alcoholic beverages is permitted only in private rooms, chapter lounges, in the Commons, and in the Alumni Memorial Field House (the Ice Rink) as specified below.

   a. Private Rooms

      Students are responsible for their own conduct and that of their guests in individual rooms. Room doors must be shut at all times when alcohol is being consumed. The occupants of the room and their guests will be subject to disciplinary action for the violation of any of these rules as well as for excessive noise or overcrowding.

      Balconies may not be used as an extension of a student's room for the purpose of hosting a private room party. Private parties that spill onto balconies will be closed by Security or a member of residence staff. Additionally, the hosts of the party will be issued a Judicial Notice for "irresponsible hosting."

   b. Ice Rink

      The Ice Rink may be used once in the early fall and once in the late spring for an all-campus function with alcohol. Only students with Lake Forest College IDs may attend. Any students 21 years of age or older must be given bracelets or have their hands stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer in cans and wine may be served.

   c. Commons

      The Commons may be reserved for all-campus functions with alcohol through Leadership and Community Involvement. Only students with Lake Forest College IDs may attend. Any students 21 years of age or older must be given a bracelet or have their hand stamped to indicate that they are of legal drinking age. Student organizations are required to hire a third party vendor to serve alcoholic beverages.

   d. Chapter Lounges

      Fraternity and sorority chapter lounges may be reserved for private functions through the Dean of the College Office on Friday or Saturday evenings. These functions may be attended by members of the hosting organizations, its alumni, and persons mentioned on a guest list. Only those people on the guest list are allowed into the lounge during the event. The total number of people on the guest list must be consonant with the capacity of the reserved chapter lounge as determined by fire safety authorities and publicly posted in each lounge. The guest list must be submitted, along with a facility reservation form, to the Dean of the College Office one week prior to the scheduled event.

      All students must present their Lake Forest College ID to attend. Any students 21 years of age or older must be given a bracelet or have their hand stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer in cans and wine may be served. D.J.s, sound systems, and other loud music are prohibited at these events. Lounge windows must remain uncovered at all times.

4. Senior Parties

   The senior class may schedule up to four parties, restricted to seniors and guests, at which alcoholic beverages other than beer and wine may be served.

   Violations of these regulations, as well as disorderly or destructive conduct associated with drinking, are considered serious offenses and may be referred to the Conduct Board for disciplinary action, including suspension or expulsion from the College.

5. Athletics: Varsity, Junior Varsity, Intramural, and Club Sports

   Alcohol is not permitted at any College-sponsored athletic event. Alcohol is therefore prohibited in locker rooms, in vehicles traveling to and from games, in hotels, and at team meals. Any student found in violation of this policy will be subject to sanctions as determined by the Athletic Department; such discipline can be no less than suspension from participating in the next game or contest and may result in suspension for an entire season.

Education Program

1. New Student Orientation will include programming for all new students on responsible alcohol use and an explanation of College regulations.
2. A required meeting of all officers of campus sororities and fraternities will be held each fall to discuss responsible alcohol use and risk management and to explain College regulations. Any unexcused absence of a fraternity/sorority officer will result in removal of party privileges for three months. Other student organizations that wish to hold events at which alcohol is served must schedule a similar discussion with the Dean of the College Office.
3. All student organizations that wish to hold events at which alcohol is served must also host an all-campus alcohol education/awareness program (for example, speaker, mocktail party) one time per semester.
4. The College regulations will be reviewed with the faculty at the first faculty meeting each academic year.

Evaluation

This policy will be evaluated following spring vacation in the following manner:

1. The Dean of the College Office will submit to the President a statistical summary of alcohol-related discipline cases heard before the Drug and Alcohol Hearing Board and the Conduct Board no later than April 1. The Dean will also request an evaluation from the Counseling Center.
2. The President shall request a report from the head resident of each residence hall describing the effectiveness of the policy in regard to containment of the alcohol culture and the development of responsible drinking patterns by students by April 1.
3. The Student Government will be invited to submit its evaluation of the effectiveness of the regulation.
4. After summarizing these evaluations, the President will share the material with the College Council and following discussions will modify the regulations as appropriate.

USE OF VIDEO/AUDIO SURVEILLANCE EQUIPMENT

Lake Forest College reserves the right to use video or audio surveillance equipment for the protection of persons or property. No persons may use surveillance equipment except with authorization, which may only be obtained by the Director of Security and Public safety after consultation with the President, The Dean of the College, or the Vice President of Business.

DEPARTMENT/ORGANIZATION FUNDRAISING

College policy allows departments and organizations to work with the Development Office to seek external financial support for special projects. Those seeking to raise funds off-campus must adhere to the following guidelines:

1. Departments and organizations must first secure approval of the Dean, Vice President, or Director to whom they report. Students must secure approval of the appropriate instructor, faculty advisor, coach, or Athletic Director.
2. Departments and organizations should then contact the Development Office to discuss the proposed project, review the list of people and/or organizations to be solicited, and develop a fundraising strategy. Each department and organization will be responsible for implementation, related expenses, and acknowledgment of gifts. Each request will require approval of the External Fundraising Committee.
3. If necessary, the departments and organizations will work with the Business Office to create an appropriate account. All checks must be made out to Lake Forest College.
4. Donors will return their gifts to the Development Office so that they can be recorded and given to the Business Office to be deposited into the assigned account.

DRUG POLICY

The following are prohibited and are deemed to be contrary to the best interests of both the College and the community:

1. Use, possession, sale, or distribution of illegal substances;
2. Abuse of over-the-counter or prescription drugs; and
3. Possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances, and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the Dean of the College Office and, as necessary, to the Drug and Alcohol Hearing Board.

Drug and Alcohol Abuse Prevention Policy Required by the Federal Government for a Drug-Free School.

Pursuant to the requirement of Public Law 101-226, Lake Forest College issues the following statement regarding a drug-free school:

1. Prohibited Conduct

   The unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity is prohibited.

2. Applicable Legal Sanctions

   a. The Illinois Criminal Code classifies drug-related offenses (for example, manufacture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as either Class A misdemeanors or Class 1, 2, 3, 4, or X felonies depending upon the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses:

Category Offense	Monetary Fines	Imprisonment of
Class A Misdemeanor	$1000	Up to 1 year
Class 4 Felony	Up to $15,000	1 to 3 years
Class 3 Felony	Up to $150,000	2 to 4 years
Class 2 Felony	Up to $200,000	3 to 7 years
Class 1 Felony	Up to $250,000	4 to 15 years
Class X Felony	Up to $500,000	6 to 60 years

   b. The applicable federal penalties and sanctions for illegal possession of a controlled substance are given at the end of this section.

3. Counseling Services and Rehabilitation Program

   The use of illicit drugs and the abuse of alcohol may result in serious health consequences. A description of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811) is given at the end of this section. For more information, consult the pamphlet *Drugs and the Body*, which is available in the Personnel Office. Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in the Counseling Center. The Center offers individual counseling and may offer Peer Counselors and Drug and Alcohol Support Groups for additional assistance. Employees with group health insurance coverage should refer to the booklet, *Your Group Benefit Plan*, for coverage on drug and alcohol treatment. In addition, the Personnel Office has available as a reference resource, *Human Services for Lake County People*.

4. College Sanctions and Penalties

   Lake Forest College employees and students found in violation of the prohibitions set forth in their respective handbooks will be subject to disciplinary action up to and including termination or suspension and possible referral for prosecution. Each case will be evaluated on an individual basis. It is possible a disciplinary sanction may include the completion of an appropriate rehabilitation program.

5. Biennial Policy Review

   This policy will be biennially reviewed by College Council to determine its effectiveness and to recommend changes to the program to the President if they are needed. Such a review will also determine that the College's disciplinary sanctions are consistently enforced. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

   Source: "What Works: Schools Without Drugs" (1989), U.S. Department of Education

FEDERAL REGULATIONS AND GRIEVANCE PROCEDURES

In accordance with federal legislation, grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973/Section 504 have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.

A. Sex Discrimination

No student shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX, which prohibits sex discrimination in education, requires the adoption of a grievance procedure to handle allegations of sex discrimination against students.

1. Scope of Review:

The inquiry must be limited to a consideration of whether the action or decision was tainted by the irrelevant consideration of sex. The Grievance Committee cannot make a de novo decision or substitute its judgment for that of the decision-making committee or administrative supervisor responsible for the decision.

2. Procedures:

a. Individuals with a grievance should discuss the grievance with the Dean of the College.

b. Failing resolution, the individual may petition the Grievance Committee to hear the complaint. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed.

c. The Grievance Committee shall be the Conduct Board. The Committee, following the limits addressed in Section A ("Scope of Review") will attempt to make its report within ten days. If recommendations are made to the President, the President will inform the Committee of his disposition of the matter.

B. Handicap Discrimination

Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

1. Procedures:

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of handicap. If a member of the student body feels there is reason to believe that handicap discrimination has occurred under Section 504 of the Rehabilitation Act of 1973, a grievance should be handled in the following manner:

a. Individuals with a grievance should notify the President's Office of their grievances, in writing, within seven days of the alleged incident.

b. Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

FIREARMS/FIREWORKS/DANGEROUS WEAPONS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explo-

Federal Trafficking Penalties

CSA	Penalty		Drug	Quantity	Penalty	
	2nd offense	1st offense			1st offense	2nd offense
I and II	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	Methamphetamine	10-99 gm or 100-999 gm mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
				100-999 gm mixture		
	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	Heroin	100 gm or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
				1 kg or more mixture		
			Cocaine	500-4,999 gm mixture		
				5 kg or more mixture		
			Cocaine Base	5-49 gm mixture		
				50 gm or more mixture		
	Fine of not more than $2 million individual, $5 million other than individual.	Fine of not more than $2 million individual, $5 million other than individual.	PCP	10-99 gm or 100-999 gm mixture	Fine of not more than $4 million individual, $10 million other than individual.	Fine of not more than $8 million individual, $20 million other than individual.
				100 gm or more mixture		
			LSD	1-9 gm mixture		
				10 gm or more mixture		
			Fentanyl	40-399 gm mixture		
				400 gm or more mixture		
			Fentanyl Analogue	10-99 gm mixture		
				100 gm or more mixture		

Drug	Quantity	First Offense	Second Offense
Others*	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million not individual.
All anabolic steroids as of 2/27/91	Any	Not more than 5 years. Fine not more than $250,000 individual, $1 million not individual.	Not more than 10 years. Fine not more than $500,000 individual, $2 million not individual.
All	Any	Not more than 3 years. Fine not more than $250,000 individual, $1 million not individual.	Not more than 6 years. Fine not more than $500,000 individual, $2 million not individual.
All	Any	Not more than 1 year. Fine not more than $100,000 individual, $250,000 not individual.	Not more than 2 years. Fine not more than $200,000 individual, $500,000 not individual.

*Does not include marijuana, hashish, or hash oil. (See separate chart.)

As of January 1, 1996

Federal Trafficking Penalties-Marijuana*

Description	Quantity	First Offense	Second Offense
Marijuana	1,000 kg. or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not more than life. Fine not more than $8 million individual, $20 million other than individual.
Marijuana	100 kg to 999 kg. mixture; or 100-999 plants	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not more than life. Fine not more than $4 million individual, $10 million other than individual.
Marijuana	50 to 99 kg. mixture; or 50 to 99 plants	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.	Not more than 30 years. If death or serious injury, not more than life. Fine $2 million individual, $10 million other than individual.
Marijuana	Less than 50 kg. mixture	Not more than 5 years. Fine not more than $250,000 individual, $1 million other than individual	Not more than 10 years. Fine $500,000 individual, $2 million other than individual.
Hashish	10 kg. or more		
Hashish Oil	1 kg. or more		

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

As of January 1, 1996

Controlled Substances — Uses and Effects

U.S. Department of Justice
Drug Enforcement Administration

Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics											
Heroin	I	Diacetylmorphine, Horse, Smack	None in U.S.; Analgesic, Antitussive	High	High	Yes	3-6	Injected, sniffed, smoked	• Euphoria • Drowsiness • Respiratory depression • Constricted pupils • Nausea	• Slow and shallow breathing • Clammy skin • Convulsions • Coma • Possible death	• Watery eyes • Runny nose • Yawning • Loss of appetite • Irritability • Tremors • Panic • Cramps • Nausea • Chills and sweating
Morphine	II	Duramorph, MS-Contin, Roxanol, Oramorph SR	Analgesic	High	High	Yes	3-6	Oral, smoked, injected			
Codeine	II, III, V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine, APAP w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Hydrocodone	II, III	Tussionex, Vicodin, Hycodan, Lortab	Analgesic, Antitussive	High	High	Yes	3-6	Oral			
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Oxycodone	II	Percodan, Percocet, Tylox, Roxicet, Roxicodone	Analgesic	High	High	Yes	4-5	Oral			
Methadone and LAAM	I, II	Dolophine, Methadose, Levo-alpha-acetylmethadol, Levomethadyl acetate	Analgesic, Treatment of Dependence	High	High	Yes	12-72	Oral, injected			
Fentanyl and Analogs	I, II	Innovar, Sublimaze, Alfenta, Sufenta, Duragesic	Analgesic, Adjunct to Anesthesia, Anesthetic	High	High	Yes	.10-72	Injected, Trans-dermal patch			
Other Narcotics	I, II, III, IV, V	Percodan, Percocet, Tylox, Dilaudid, Darvon, Talwin, Buprenorphine, Meperidine (Pethidine), Demerol	Analgesic, Antidiarrheal	High-Low	High-Low	Yes	Variable	Oral, injected			
Depressants											
Chloral Hydrate	IV	Noctec, Somnos, Felsmire	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	• Slurred speech • Disorientation • Drunken behavior without odor of alcohol	• Shallow respiration • Clammy skin • Dilated pupils • Weak and rapid pulse • Coma • Possible death	• Anxiety • Insomnia • Tremors • Delirium • Convulsions • Possible death
Barbiturates	II, III, IV	Amobarbital, Tuinal, Nembutal, Seconal, Tuinal, Phenobarbital, Pentobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	High-Mod.	Yes	1-16	Oral, injected			
Benzodiazepines	IV	Ayran, Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Prosom, Restoril	Anticonvulsant, sedative, anticonvulsant, hypnotic	Low	Low	Yes	4-8	Oral, injected			
Glutethimide	II	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants	I, II, III, IV	Equanil, Miltown, Noludar, Placidyl, Valmid, Methaqualone	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	4-8	Oral			
Stimulants											
Cocaine[1]	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	• Increased alertness • Excitation • Euphoria • Increased pulse rate & blood pressure • Insomnia • Loss of appetite	• Agitation • Increased body temperature • Hallucinations • Convulsions • Possible death	• Apathy • Long periods of sleep • Irritability • Depression • Disorientation
Amphetamine/Methamphetamine	II	Biphetamine, Desoxyn, Dexedrine, Obalrtrol, Ice	Attention deficit disorder, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected, smoked			
Methylphenidate	II	Ritalin	Attention deficit disorder, narcolepsy	Possible	High	Yes	2-4	Oral, injected			
Other Stimulants	I, II, III, IV	Adipex, Didrex, Ionamin, Mobisil, Plegine, Cylert, Sanorex, Tenuate, Tepanil, Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Cannabis											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	• Euphoria • Relaxed inhibitions • Increased appetite • Disorientation	• Fatigue • Paranoia • Possible psychosis	• Occasional reports of insomnia • Hyperactivity • Decreased appetite
Tetrahydrocannabinol	I, II	THC, Marinol	Antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish and Hashish Oil	I	Hash, Hash oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hallucinogens											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	• Illusions and hallucinations, • Altered perception of time and distance	• Longer • More intensed "trip" episodes • Psychosis • Possible death	• Unknown
Mescaline and Peyote	I	Mescal, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2, 5-DMA, STP, MDA, MDMA, Ecstasy, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine and Analogs	I, II	PCE, PCPy, TCP, PCP, Hog, Loveboat, Angel Dust	None	Unknown	High	Yes	Days	Oral, smoked			
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
Anabolic Steroids											
Testosterone (Cypionate, Enanthate)	III	Depo-Testosterone, Delatestryl	Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	• Virilization • Acne • Testicular atrophy • Gynecomastia • Aggressive behavior • Edema	• Unknown	• Possible depression
Nandrolone (Decanoate, Phenpropionate)	III	Nortestosterone, Durabolin, Deca-Durabolin, Deca	Anemia, breast cancer	Unknown	Unknown	Unknown	14-21 days	Injected			
Oxymetholone	III	Anadrol-50	Anemia	Unknown	Unknown	Unknown	2-4	Oral			

[1]Designated a narcotic under the CSA [2]Not designated a narcotic under the CSA

sives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulation includes, but is not limited to, pellet guns, BB guns, slingshots, edged weapons (knives, swords, spear guns, archery equipment), and impact weapons (batons, black jacks), as well as explosives or fireworks of any type. The breaking of this regulation constitutes a major judicial offense.

GUESTS AND RECRUITERS

Any guest to campus (e.g. speaker, recruiter, etc.) must be invited by a member of the campus community and or a recognized student organization. All guests and recruiters are expected to adhere to all campus regulations including the College's non-discrimination policy. No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College. No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or in any other way prevent students from exercising their right to demonstrate peacefully.

HAZING POLICY (see page 51)

NO-SMOKING POLICY

In order that the campus be in large measure a "clean air" one, it is the policy of Lake Forest College to limit cigarette, cigar, and pipe smoking to certain locations of the campus; in such areas not specifically designated as smoking areas, courtesy to those who do not smoke is expected.

Violations of the no-smoking policy are to be reported to one's immediate supervisor or the individual responsible for the building or facility, only after the violation has been brought to the attention of the individual smoking by the individual who wishes to file a complaint.
One or more no-smoking clinics will be held each fall, providing opportunity for an individual to gain help in terminating a smoking habit. Cigarettes will not be sold on the College campus.

NO-SMOKING REGULATIONS

Smoking is not allowed in public places on the Lake Forest College campus, with the exception of a few specially designated smoking areas. The designated no-smoking areas on campus are:

- Classrooms, with no exceptions
- Commons, with the exception of private offices only
- Chapel, with no exceptions
- Lounge areas, with only the following exceptions:
  In the Commons, the Faculty Lounge (if approved by vote of the faculty)
- Sports Center and Ice Rink, with the exception of private offices
- Theatre, with the exception of the stage area (for plays), the lobby, and private offices.
- Facilities Management Department, with the exception of the lounge, which by three-fourths vote of those using the lounge (monitored by the Director) may be declared a smoking area, and private offices.

Areas where smoking may be permitted (if there is sufficient support among the users):

- Private rooms or offices, including rooms in residence halls
  (Note: Students may elect a roommate who smokes or does not smoke.) When employees share an office, all individuals who share that space must agree before it can be designated a smoking area.
- Certain lounge areas specifically designated as smoking areas in this policy or by vote of the users.

This policy does not apply to Glen Rowan.

NON-DISCRIMINATION POLICY

Lake Forest College's non-discrimination policies are based on federal laws and regulations, including Title IX and other relavant regulations, as well as on its own institutional ideals.
It is the stated policy of Lake Forest College that appropriate qualifications for and performance of specific duties are the basic criteria for the employment and promotion of College academic and nonacademic staff. Lake Forest College does not discriminate against any persons because of race, color, sex, religion, or national or ethic origin in its education program, activities, or employment. In addition, Lake Forest College is required by Title IX and regulations promulgated thereunder not to discriminate on the basis of sex in educational programs, activities, or employment. Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying participation in, or the benefits of, any College program or activity. Lake Forest College also does not discriminate on the basis of sexual orientation in its education programs, activities, or employment. For purposes of this policy, the term "sexual orientation" means the status or expression, whether actual or perceived, or heterosexually, homosexuality, or bisexuality. The campus coordinator for Title IX (prohibiting sex discrimination) is the Personnel Officer, to whom inquiries concerning Title IX may be referred. The campus coordinator for Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting handicap discrimination) is Stephen D. Schutt, President.

PRIVACY ACT NOTICE

The College is obligated by law to communicate the following notice. The intent of the notice is to inform enrolled students of the College's intention to release certain information. Legislation identified below requires that the College gives notice of its intent. The information noted is generally used in press releases, programs, directories, and other typical publications by the College. Any questions about this notice should be addressed to Debbie Eckert, Administrative Assistant to the Dean of the College at (847) 735-5200.

Notice of Intent to Publish Certain Personally Identifiable Information

Pursuant to requirements noted in the Family Educational Rights and Privacy Act, and Federal Regulations related thereto, notice is hereby given that Lake Forest College, Lake Forest, Illinois, proposes to publish at its discretion the following categories of information with respect to each person presently or previously attending said College: the student's name, address, telephone listing, date and place of birth, major field of study, faculty advisor, classes, parents, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student.

Any student affected by the above proposal who desires that such information as described above not be released without his/her prior consent is hereby requested to inform the Dean of the College in writing to this effect by August 1, 2002.

In addition, the College will publish to parents or guardians of dependent students information relative to the student's performance, progress toward graduation, any indebtedness, and involvement in matters which may lead to dismissal. The right of Lake Forest College to publish such information to parents or guardians is provided in the Act and Regulations referenced heretofore.

PROPERTY LOSS OR DAMAGE

Lake Forest College does not provide insurance for students' personal belongings such as, but not limited to, bicycles, automobiles, stereo sets, and clothing. If a student sustains a loss, the College is not liable for the replacement of such loss. It is strongly recommended that the student make arrangements for insurance to cover personal belongings. Information on such insurance is available in the Dean of College Office. In the event the student believes there is negligence on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably Security and Public Safety. This examination is not a valuation procedure; it merely establishes the fact of loss and possible College action. College negligence will subsequently be reviewed. Those claiming such negligence must advise the Business Office in writing and send a copy to the Dean of the College Office within four weeks of the alleged negligence. It is strongly recommended a claim be filed with the student's insurance carrier.

RENTAL VAN POLICY

Facilities Management, ext. 5040

1. One fourteen-passenger van, and 10 passenger vans can be rented only for College-funded and College sponsored activities. Non-Lake Forest College people are not allowed in the vans.

Van reservations, written procedures, and driver registration is coordinated through facilities management.

2. Only the Faculty advisor of a recognized student group may make reservations for student groups. Students may not reserve vans for any reason. Reservations are made by returning to Facilities Management a completed van reservation form. The form must be signed by the group's sponsor. If the sponsor will not be accompanying the trip, the form must also be signed by a qualified counter-signer.

3. The Vans are reserved on a first come, first serve basis.

4. Drivers must have a valid U.S. operator's license and be registered with Facilities Management. A sponsor that accompanies a trip does not necessarily have to drive or be a registered driver. When registering a handout with the van policies will be given by Facilities Management.

5. Van reservations must be made 24 hours prior to the actual time requested. Reservations will be confirmed by Facilities Management.

6. The cost of renting vans is $1.00/1hr and $.45/mile. The misuse or damage of the vehicle will be the responsibility of the assigned driver and the faculty advisor who authorized the van rental.

RESERVATIONS OF CAMPUS FACILITIES

Room reservations for on-campus activities are made through the following offices:
Athletic Department facilities/fields—Athletic Director
The Pierson Rooms, Coffeehouse, Commons Tables, Faculty Lounge, Holt Chapel, and McCormick Auditorium—Leadership and Community Involvement Office
Commonplace/Durand Hall—the Office of the President
Residence Halls/Lounges—Dean of the College Office
All other rooms in academic buildings, including Meyer Auditorium—the Registrar's Office
Wood Lounge, after 4:00 p.m. and all weekend—Leadership and Community Involvement Office
For the rental of any room or building on campus to an outside person or group, at any time of year, contact the Director of Summer Conferences.

SEXUAL HARASSMENT STATEMENT

Policy

It is the policy of Lake Forest College to maintain the College community as a place of work and study free of sexual harassment for staff, faculty, and students. The violation of this policy by members of the College community and all third-party individuals who serve the College community can result in discipline and discharge for employees; discipline and dismissal of students; and such penalties, sanctions, and impositions against other individuals or parties as may be available to the College given the nature of the contractual or business relationship that may be established with such parties or individuals. Sexual harassment complaints may only be processed under the terms of this policy and such complaints may not be presented or processed through any other internal complaint resolution or grievance procedure.

Definition

Sexual harassment is defined as unwelcome sexual advances (heterosexual or homosexual), requests for sexual favors (heterosexual or homosexual), and other verbal and physical conduct of a sexual nature when (1) submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct or communication by an individual is used as the basis for employment or academic decisions affecting the individual, or (3) such conduct or communication has the purpose or effect of substantially interfering with the individual's work, academic performance, or housing, or of creating an intimidating, hostile, or offensive working or educational environment. An offensive or hostile environment will be judged to exist only where the offensive conduct continues over a period of time; a single or isolated instance is insufficient to establish a valid "offensive environment" claim. Individuals who have been harassed as defined above because of their gender or sexual orientation have recourse to formal and informal grievance procedures through the Sexual Harassment Hearing Board.

Sexual Harassment Hearing Board

The establishment of a Sexual Harassment Hearing Board was approved by the Board of Trustees on December 13, 1986. The Hearing Board is composed of eight standing members, appointed by the President to staggered terms of two years each, after consulting with the Faculty Personnel Policies Committee, the officers of Student Government, and the officers of the Employees Advisory Representatives Committee (EAR). The President shall select the standing members of the Board for their sensitivity to the issues with which the Board deals and the respect they command within the College community. All members of the community may nominate individuals for Board membership provided the nominees are willing to serve if appointed. Ideally, the standing members of the Board will be composed of equal numbers of men and women and will include at least two students, two members of the faculty, two members of the exempt administrative staff, and two members of the non-exempt biweekly administrative staff. No more than four members of the standing Board will hear any case involving sexual harassment as designated under the section, "The Hearing." The two student Board members may only be selected to hear cases in which a student is involved as either complainant or accused. In all other cases, the Hearing Board may be selected only from the remaining six Board members. The chairperson of the Board shall be designated by the President.

Initiating a Complaint

A complaint of sexual harassment must be initiated within 180 days of the alleged harassment or culminating incident of harassment. A member of the College community may talk with any standing member of the Board about sexual harassment. Board members will provide information about the review procedures and their possible outcomes. A Board member may encourage an individual to talk directly with the person whose behavior has given rise to the complaint. Provided the complainant agrees, a Board member may discuss a complaint with other Board members but will identify the complainant only if he or she authorizes such identification and will identify the person complained against only if the complainant agrees to be identified.

Informal Mediation

Informal mediation is an option for the complainant to pursue before deciding whether to file a formal complaint of sexual harassment. The complainant must select a member of the standing Board to act as mediator. A Board member who judges that a complaint does not warrant mediation may decline a request to mediate. Likewise, a Board member who considers himself or herself unsuitable to act as a mediator shall identify another member of the Board for the complainant who will be willing to serve as mediator. (A Board member may decline to serve as mediator because of his or her particular relation to the person against whom the complaint is lodged, after explaining this to the complainant and obtaining permission of the complainant to talk with other standing members of the Board about the case.) A person seeking mediation must agree to be identified to the person against whom the complaint is lodged. The mediator shall begin mediation efforts promptly and shall report the results of mediation promptly to the complainant. A mediator may talk about a specific case with other members of the Board only with the permission of the complainant and will identify the person against whom the complaint is lodged only if the complainant agrees to be identified. A mediator may also discuss a case with the chairperson of the Board and/or with the appropriate officer of the College, although only with the mutual consent of the complainant and the person against whom the complaint is brought. If mediation is not pursued or does not resolve the issue to the satisfaction of the complainant, the complainant may lodge a formal complaint with the Sexual Harassment Hearing Board.

Formal Complaints

Individuals who wish to lodge a formal complaint may do so up to 30 days after the conclu-

sion of mediation or 45 days after issuing a complaint to a member of the sexual harrassment Hearing Board. A person who wishes to lodge a formal complaint should contact the chairperson of the Sexual Harassment Hearing Board. A formal complaint must be lodged in writing and be accompanied by a signed statement detailing the complaint. The complainant shall submit the statement of complaint to the chairperson of the Board, who shall give copies of it to the person complained against and to members of the Hearing Board. If the complaint has no merit as judged by the Board's objective standards, the Board may refuse to investigate further; and the case is dropped. The chairperson shall next provide copies of the complaint to the appropriate College officer, a complaint against a student to the Dean of the College, a complaint against a faculty member to the Dean of the Faculty, and a complaint against another employee or a third party to the Officer of the College responsible. The Officer may, upon the request of either party, try to separate the working, living, or academic arrangements of the complainant and the accused. When a formal complaint is filed, the person accused of sexual harassment will be invited to submit a written response to the complaint. However, a formal reply is not required, and no adverse conclusions will be drawn if a formal reply is not provided. The chairperson of the Board shall give copies of the response, if any, to the complainant, the officer of the College dealing with the complaint, and to the other members of the Hearing Board.

The Hearing

The complaint shall be heard by the Sexual Harassment Hearing Board, of whom at least three must be present to constitute a hearing, including one named by the complainant, one by the individual against whom the complaint is made, one by the College's personnel officer, and the chairperson of the Hearing Board. At the hearing, either party has the right to be accompanied by and/or represented by a counselor of his or her choosing who is a member of the College community; a counselor may advise the complainant or the accused but may not participate directly in the hearing. The Hearing Board shall interview the parties together so that there is an opportunity to discuss all allegations. The Hearing Board shall decide what further evidence or witnesses are necessary before reaching the final determination. The Hearing Board shall be guided by the following standard in determining whether a complaint of alleged sexual harassment has merit: the conduct complained of must be offensive to an average individual in the same or similar working environment. Both parties shall have an opportunity to hear all witnesses and review all further evidence received by the Hearing Board. The Hearing Board shall retire to an executive session to reach its determination as to the presence of sexual harassment. It will present its findings in writing within one week of concluding its deliberations to the officer(s) of the College who supervise(s) the individual(s) involved, with copies to those individuals. Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

Appropriate Discipline

The officer of the College and the Hearing Board shall together talk with both the complainant and the person against whom the complaint has been lodged. After talking with the complainant and the accused, the officer of the College in consultation with the Hearing Board shall take the action judged to be appropriate. After acting, the officer shall prepare a written statement outlining the action taken and shall give copies of this statement to the complainant, the accused, and members of the Hearing Board. Written records of sexual harassment complaints and the investigation of those complaints will be retained in accordance with applicable regulations, but only on a confidential basis, and will be separated from other personnel or student records. Normally, officers of the College and Board members may discuss a formal complaint identifying individuals only with other officers of the College and members of the Board, the complainant, and the person against whom the complaint is lodged. If it seems appropriate for an officer of the College or a member of the community to discuss the complaint with others, he or she may do so only with the approval of the Board. In some cases a member of the community may choose not to lodge a complaint of sexual harassment after discussing an alleged incident with a Board member. If two such incidents involving the same person have been reported by alleged victims to the chair or members of the Sexual Harassment Hearing Board, then the chair will recommend that the appropriate college officer (President, Dean of the Faculty, Dean of the College, Vice President for Business, or Vice

President for Alumni and Development) notify and advise the individual of the consequences of sexual harassment at Lake Forest College.

Annual Report on Sexual Harrassment

At the beginning of each academic year, the Board shall report on the previous year's activities. Its report shall include the number of individuals who came to Board members for help during the past year, the number of requests for mediation, the number of formal complaints that were lodged, and the kinds of behavior that gave rise to complaints. The Board shall submit its report to the President, who shall publicize it to the College community. The report shall not mention the name of any individual or identifying details of any case.

Sexual Harassment During an Internship

Lake Forest College has been advised by its attorneys that, in the event of sexual harassment during an internship, it is unlikely that the College would have the right to assert a claim against an employer. The individual student, even though not actually employed, may have a right to assert a tort claim action based on negligence of the employer to protect the student and may have a direct tort claim against the individual committing the harassment. Should a student face this situation, he or she may wish to seek the advice of his or her own counsel.

SEXUAL MISCONDUCT

Sexual misconduct is prohibited and is considered a major offense. Sexual misconduct—which is different from sexual harassment—is a much broader category of behavior than the traditional concept of rape or even "date rape." Sexual misconduct involves behavior in which one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person's consent. Sexual misconduct may include the use of force or the threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state that renders him or her incapable of understanding the nature of the contact; or where the person is a minor. Unsolicited verbal assaults of a sexual nature may also be considered as sexual misconduct. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Sexual misconduct should be reported as soon as possible to Campus Security, a Residence Life staff member or to a member of the Dean of the College Office such as a Dean or an Area Coordinator. In addition to initiating College judicial procedures against the alleged perpetrator, the Dean of the College Office can provide referrals for rape counseling, medical treatment, and law enforcement outside the college. The campus Counseling Center is also available for victims of sexual misconduct. Although they will make all efforts to keep matters confidential, college officials—other than representatives of the Counseling Center—are required to report instances of sexual misconduct for possible investigation and judicial response.

Diversity

Individuals or committees involved in nominating candidates for positions on the Conduct Board, Drug and Alcohol Hearing Board, and the Sexual Harassment Hearing Board should strive for diversity in gender, ethnic, and racial representation.

SOLICITATION BY OFF-CAMPUS INDIVIDUALS OR ORGANIZATIONS

(including commercial sales, fundraising, and distribution of literature)

General Regulations

No person (which includes individuals and organizations) other than Lake Forest College students, faculty, or staff, including such College-recognized organizations as they may form, may distribute literature, advertise, solicit, seek donations, or make sales on campus without the express authorization of the Director of Leadership and Community Involvement.

Specific Regulations

A. *Commercial Sales:* The Director of Leadership and Community Involvement may grant permission for solicitations and sales by off-campus concerns. Such permission, when granted, will be subject to such limitations as the Director of Leadership and Community Involvement

may prescribe.

B. *Charitable, Political, or Religious Solicitation:* As a general rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, representatives of such off-campus groups who are acting on behalf of candidates for public office or of bona fide political or religious organizations may request permission to sell or distribute their political or religious literature under the following guidelines:

1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Leadership and Community Involvement Office between 9:00 a.m. and 5:00 p.m., Monday through Friday.
2. The only site where political or religious literature may be sold or distributed is between the two entrances of the cafeteria in the Commons Building and across from the Commons Desk. Entrances and exits in and around the building shall not be blocked by persons soliciting or selling.
3. The sale or distribution of political or religious literature will be limited to the hours between 9:00 a.m. and 5:00 p.m., five days a week.
4. No more than two individuals will be allowed to distribute or sell political or religious literature at any one time.
5. The sale or distribution of political or religious material by off-campus individuals or groups will be limited to once a month on behalf of any individual or group; but upon petition to the Dean of the College, this restriction may be waived at the sole discretion of such Dean.
6. Lake Forest College students, staff, faculty, and their respective organizations will have preference in the use of the campus facility described above in paragraph B.2 over off-campus individuals or groups wishing to distribute or sell political or religious literature.
7. Harassment of members of the College community by those selling or distributing political or religious literature, or the sale or distribution outside of the house or location for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature.
8. Permission regarding requests under these guidelines may not be granted in particular instances if it appears that any special circumstances relating to College activities may be impeded thereby or that such permission to sell or distribute political or religious literature may place an unacceptable burden on the College's security forces and administrative staffs.

SPEAKER POLICY

The following is excerpted from the resolution adopted by the Board of Trustees on December 2, 1963:

...Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it.... In its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion. The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of the College.

3. If the Dean of the College objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented its resolution as follows:
The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to ensure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.

SECTION VI: HONORARY SOCIETIES & AWARDS

HONORARY SOCIETIES

Alpha Psi Omega (Dramatics)

Alpha Psi Omega is a national dramatics honorary society dedicated to the promotion and recognition of excellence in college theatre. Lake Forest College's Nu Sigma chapter was established in 1954 and for more than 40 years has served to honor scholastically outstanding students who have attained at least a 3.2 GPA overall and who have shown superior accomplishment in dramatic arts at Lake Forest College by participation in at least five productions. Membership is determined by the current student membership with the advisement of the faculty sponsors. An initiation ceremony is traditionally performed each spring.

Beta Beta Beta (Tri-Beta) (Biology)

Beta Beta Beta, whose Lake Forest College chapter dates back to 1935, functions as an honor society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, as well as to promote the dissemination of information and new interpretations among students of the life sciences. To become an active member of Tri-Beta, a student must be a biology major and have earned grades of B or A in at least three biology courses counting toward the major, (one of which must be above the introductory level), must have completed the equivalent of at least three terms of study at Lake Forest College, and must have an overall 3.0 GPA in the major. Associate membership is open to any student with an interest in the life sciences who has earned a grade of B or A in two biology courses counting toward the major and has an overall GPA of 2.67. Members are elected each term, and officers are elected from among the active members at the last meeting of each school year.

Kappa Delta Pi (Education)

Kappa Delta Pi is an international honor society organized to promote excellence in education.

It recognizes education majors who exhibit the ideals of scholarship, high personal standards, promise in teaching, and who make contributions to education. The Tau Psi chapter was chartered at Lake Forest College in 1994, replacing Kappa Phi Kappa, a local honor society. During the spring semester of each year, students who have been admitted to the Education Department and have successfully completed fieldwork, as well as two other courses in education with a B (3.0) or better, and who have attained a 3.2 GPA overall are invited to join Kappa Delta Pi.

Omicron Delta Epsilon (Economics)

Omicron Delta Epsilon, the international economics honorary society, is dedicated to the encouragement of excellence in economics. It encourages devotion on the part of its members as economists to the advancement of their science and to the scholarly effort to make freedom from want and deprivation a reality for all humankind. The Rho chapter of Omicron Delta Epsilon was established at Lake Forest College in 1985. During the spring term of each year, students who have compiled a 3.0 GPA overall, a 3.0 GPA for at least 12 credits in economics (three Lake Forest College courses), and have expressed a genuine interest in economics will be invited to join Omicron Delta Epsilon.

Phi Beta Kappa

Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter (Theta of Illinois), one of 262 in the nation, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high quality liberal arts program. Both faculty and students are members of Phi Beta Kappa. It is the faculty membership that each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors; but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is rare and is to be regarded as a special honor. New Phi Beta Kappa members are initiated in a special ceremony that takes place in the spring. The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student's degree program as a whole. (Professional education and business courses and internships are not counted.) Finally, a student elected to Phi Beta Kappa is expected to have demonstrated at least a minimal knowledge of mathematics and a foreign language appropriate for a liberal arts education.

Phi Sigma Iota (Foreign Languages)

Phi Sigma Iota is the foreign language national honor society. Its purpose is to cultivate interest and encourage excellence in the field of foreign languages. The organization offers its members and the College community at large an opportunity to come into contact with different aspects of foreign language and culture. Candidates for membership must have reached the 300 course level in a foreign language at Lake Forest College or equivalent courses at another institution. They must also have a 3.00 GPA in a foreign language, as well as an overall 3.00 GPA.

Phi Sigma Tau (Philosophy)

Phi Sigma Tau is the national honor society in philosophy and is dedicated to honoring academic excellence and philosophical interest and to stimulating philosophical discussions on the local and national levels. Philosophical exchanges are promoted through the activities of the local chapters and through publication of *Dialogue*, the journal of the national organization. Lake Forest College's chapter was established in 1981. The chapter has sponsored panel discussions and colloquia by Lake Forest College students and by faculty members from Lake Forest College and from outside institutions. Membership is awarded to outstanding students and faculty with interests in philosophy. Students can become eligible after three semesters of course work, which must include three courses in philosophy.

Pi Sigma Alpha (Political Science)

Pi Sigma Alpha is the national political science honorary society. The Lake Forest College chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field.

To become members, students must be either juniors or seniors; must have taken four politics courses above the 100 level (at least two of those at Lake Forest College and at least one at the 300 or 400 level); must have a B+ (3.33) average in political science courses above the 100 level; and must have an overall B (3.0) GPA in all courses.

Psi Chi (Psychology)

Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The Lake Forest College chapter was established in 1960. Its purpose is to organize social and intellectual activities for psychology majors. In the spring of each year, the present members review a list of psychology majors who have at least a 3.5 average in psychology courses and a 3.0 overall GPA. Those students who qualify are invited to join Psi Chi.

Sigma Pi Sigma (Physics)

Sigma Pi Sigma is the national physics honorary society. Its purpose is to promote excellence in physics by recognizing outstanding physics students. The original Lake Forest College Sigma Pi Sigma chapter dates back to May 31, 1930, which makes it one of the oldest chapters in the country. Membership requirements are an overall B (3.0) GPA, excellence in physics, and the completion of courses through the sophomore level in physics. New members are chosen by present Lake Forest College faculty each spring.

Sigma Xi (Science)

Sigma Xi, The Scientific Research Society, is a national honor society established in 1886 by a group of students and faculty at Cornell University. The Lake Forest College chapter of the society, established on April 26, 1988, is one of more than 500 clubs and chapters worldwide. The society was established to honor and promote excellence in scientific research and to encourage a spirit of cooperation and companionship among scientists from all fields. Although scientific research is highly specialized, the society promotes a view of science that emphasizes linkages rather than divisions. Members of the Lake Forest College chapter include faculty and students. Qualified scientists are inducted into the society each year at an annual banquet. Students who have demonstrated a potential aptitude or ability in independent scientific research are elected as associate members.

STUDENT HONORS AND AWARDS

The College community honors and rewards the outstanding achievements of its students and faculty by acclaiming them in public and by awarding them significant prizes at the Fall Honors Convocation and the Senior Honors Convocation in May. In keeping with the dignity and College-wide importance of its convocations, only the most outstanding achievements are to be honored in this way. Prizes are awarded to the best students who have proved themselves genuinely outstanding by absolute rather than relative standards. Each prize is to be a distinguished and valuable reward commensurate with the occasion and with the prizewinner's achievement. Such distinction and value are embodied particularly in the prizes endowed and donated by friends and alumni of the College to perpetuate their ties to the academic community. These awards, presented at the Fall and Spring Honors Convocations, collectively express and celebrate not only intellectual and personal excellence, but also the special, enduring relationship between present and past generations of Lake Forest College. Outstanding students in academic areas for which there are no endowed or donated prizes are honored out of the College's own prize fund for graduating seniors. Awards and prizes other than those referred to above are presented at departmental gatherings or at chapter meetings of the respective honor societies.

GENERAL AWARDS

The Alpha Sigma Kappa Class of 1938 Memorial Prize

This prize was established in 1993 by members of the Class of 1938 who were members of the

Alpha Sigma Kappa fraternity. The prize is given to a senior student who has sustained a 3.4 GPA, has participated in at least two extracurricular activities on campus, and, in addition, has exhibited a strong commitment to community service while a student at Lake Forest College for at least the last two years. The recipient of the prize is chosen by the Dean of the College and two faculty members. The prize is presented at the Senior Honors Convocation in the spring.

The Bird Award for Intellectual Contributions to the Campus Community
The Bird Award recognizes an individual from the Lake Forest College community—faculty, staff, student, or friend—who brings to the campus a special measure of intellectual fervor and commitment. Such a contribution, demonstrated outside the classroom, may be evidenced either within or outside of campus organizations. The recipient is to be an individual who by action or words challenges the minds of others and who serves as a model for those who study or work at the College. The recipient is chosen by a committee composed of the President, the Provost and Dean of the Faculty, the Dean of the College, the Chair of the Trustee Committee on Student Affairs, and the current recipient of the award. The Bird Award, established by an anonymous donor in 1992, honors Elizabeth Bird Parks, Lake Forest College 1932, and her father, Harry Lewis Bird, Lake Forest College 1894. The Bird Award is presented at the Fall Honors Convocation.

The Peter C. Clute Award for Outstanding Character
The Peter C. Clute Award for Outstanding Character was established to honor the memory of Peter C. Clute, class of 1973, whose "boundless energy and infectious and unceasing enthusiasm brought great happiness to all who knew him." The fund was established through the generosity of Peter's friends and classmates. The recipient of the award, selected by the staff in the Dean of the College Office, in consultation with other Lake Forest College students, "...shall be that Lake Forest College student whose uniquely positive attitude and whose joy in living inspires and enhances the lives of those around him or her." The award is presented at the Spring Awards Convocation.

The Elizabeth W. Fischer Prize
The Elizabeth W. Fischer Prize was established in honor of Dean of the College Elizabeth W. Fischer, advisor of the Class of 1998. The prize will be presented to a graduating senior who is nominated by the Lake Forest College community in a manner similar to that of the Senior 25 nominations. The individual must have attained a minimum GPA of 3.0 and excelled in academics and extracurricular activities but may not be a member of Senior 25. In addition, the student's achievements must not have been recognized at either the Fall or Spring Awards Convocations and will not be otherwise honored at the Senior Honors Convocation. After nominations are made, a committee comprised of the following will convene to select the recipient: Dean of the College, Director of Leadership and Community Involvement, a member of Senior 25, a member of the Senior Steering Committee, a faculty member selected by the Office of the Dean of the College. The decision will be made by a margin of four or more members of the committee. Members of the committee forfeit their eligibility to receive this prize. The President of the Senior Steering Committee will present the award at Senior Honors Convocation, if a member of the Class of 1998 is not available.

The Jacob Wardwell Edwards Prize
The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the student who is judged to have demonstrated the most outstanding qualities of leadership by a committee composed of the Dean of the College, the Director of Admissions, and the Student Government President. The award is announced and presented at the Fall Honors Convocation.

The Scott Fossel Prize
The Scott Fossel Prize was established in 1993 to recognize a rising sophomore and a rising junior who exhibit positive leadership attributes in scholarly and/or extracurricular activities as Mr. Fossel, Lake Forest College 1975, demonstrated as a student. The recipients are chosen by a committee of representatives of the faculty, administration, and the Dean of the College,

appointed by the Provost and Dean of the Faculty. The Scott Fossel Prizes are awarded at the Fall Honors Convocation.

The Emma O. Haas Memorial Awards for Merit in Scholarship
The late Judge John F. Haas, a graduate in the Class of 1900, established the annual awards in memory of his mother. A cash prize is awarded to a senior class student outstanding in scholarship as selected by the Dean of the Faculty. This award is announced and presented the day of the annual Senior Honors Convocation. Awards are also given at the Fall Convocation to the students with the best all-around academic record of the previous year's juniors and sophomores.

The Freshman Writing Contest Award
The Freshman Writing Contest Award was created to encourage interest and excellence in writing. The Contest is juried by faculty members, and the Award is presented at the Fall Honors Convocation.

The Anita Chen Li, '51, International Student Prize
The Anita Chen Li, '51, International Student Prize is awarded to an international student who has distinguished him or herself academically by earning Dean's List recognition as well as demonstrated distinguished service to the international student community. The recipient is selected by the appropriate Academic Dean and the Director of Intercultural Relations. The prize was established through an endowment created by Anita Chen Li, Class of 1951, and is presented at the Fall Honors Convocation.

The McPherson Prizes for Excellence in Scholarship
Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of $3,000 was contributed in 1899 by his friends to establish prizes in English, philosophy, French, German, Spanish, and dramatics. The winners are chosen by the department heads and are announced at the Senior Honors Convocation.

The Edward H. Oppenheimer Memorial Prize
Awards are given each year to a senior man and a senior woman who are judged to have contributed the most to the College community. The selection committee consists of the three Student Government officers, two representatives from the Dean of the College Office, and one faculty member. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is awarded and announced at the Senior Honors Convocation.

Pearl E. Pauker Prizes
Two awards were established in 1989: the Pearl E. Pauker Prize in Writing and the Pearl E. Pauker Prize in Science. The former recognizes the students whose papers win honors in the Lake Forest College Writing Contest; the latter recognizes outstanding experimental science research below the senior prize level, for work done at Lake Forest College through the summer following the junior year.

Phi Beta Kappa Senior Thesis Award
This award is given in recognition of outstanding scholarship, intellectual maturity, originality, and competence in academic skills as evidenced in the senior thesis. The award is presented at the Senior Honors Convocation by the Lake Forest College Phi Beta Kappa Association.

The Tamara Lee Wefler Award
This award was established by the class of 1977 in memory of their classmate Tamara Lee Wefler (1955-1975). The prize is awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs within the student body; whose inspiration and enthusiasm have promoted the highest standards of character and integrity in others; and whose actions have consistently demonstrated a sensitivity for and an interest in the welfare of others. This award is conferred by a committee consisting of the three Student Government officers, two representatives of the Dean of the College Office, and one faculty member selected by the other members of the committee. It is announced and awarded each spring at the Senior Honors Convocation.

AMERICAN STUDIES AWARD

The W. Gordon Milne Prize in American Studies

This prize was established in the spring of 1990 to honor the memory of Professor Milne, who served with distinction at Lake Forest College from 1951 to 1986 as a professor and chairperson of the Department of English. Professor Milne was instrumental in developing the interdisciplinary major in American Studies. This prize is awarded at Senior Honors Convocation to a student who is judged by the members of the American Studies Committee to have done the most outstanding work in this field.

ART AWARD

The Alex F. Mitchell Senior Prize in Art History

This prize was established by Ramona Mitchell to honor the memory of her husband and colleague, Professor Alex F. Mitchell, who passed away in December 1996 after serving Lake Forest College with distinction as professor and chairperson of the Department of Art. The prize is intended for the student or students who, in the judgment of the chairperson and other members of the department, has been outstanding in art history. It is awarded at the Senior Honors Convocation.

ATHLETICS AWARDS

Scholar/Athlete Award

The athletic letter winner having the best scholastic record for the three terms preceding the annual Fall Honors Convocation will be the Scholar/Athlete Award winner. There is a Scholar/Athlete Award for each class. The senior winner is honored at the Senior Honors Convocation.

The Nicholas J. Wasylik Senior Athletic Award

This award was created and endowed in 1983 by Seymour H. Knox IV, a Lake Forest College graduate of the Class of 1979, to honor Nicholas J. Wasylik, who served on the faculty of the College from 1958 to 1979 as Director of Athletics, coach, physical educator, and, in his earlier years, as assistant professor of Russian. The award is presented to the senior athlete who best emulates the positive, outgoing attitude, as well as the drive and determination, of Nicholas J. Wasylik. The recipient is chosen by the Athletic Director in consultation with the members of the Athletic Department. It is awarded at the Senior Honors Convocation.

ECONOMICS AWARDS

The H. Murray Herlihy Prize in Economics

This award was created and endowed in 1982, initially by a 1974 alumnus, as well as by other students, to honor Professor Herlihy, whose influence during his 25 years of service to the College, from 1957 to 1982, had touched their academic and professional careers. It is awarded to the outstanding senior economics major at the Senior Honors Convocation.

The Warren A. Peterson Memorial Award in Economics

This award was established by members of Mr. Peterson's family. The prize is awarded annually to student(s) majoring in economics, with grades, activities, and leadership qualities as the criteria used for selection. It is awarded at the Senior Honors Convocation.

ENGLISH AWARD

The Gail DeHerder Memorial Prize in Creative Writing

The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a cash prize to be awarded each year at the Senior Honors Convocation to the senior who submits the best piece of creative writing.

GERMAN AWARD

The Wilhelm Meister Prize

This prize recognizes the achievement of the senior student who has made the greatest progress in German studies over four years at Lake Forest College. The recipient's career exemplifies the possibilities of a German major at the College for students with little or no background in the field. It is awarded to a senior chosen by the Department of Foreign Languages faculty and presented at a departmental meeting.

HISTORY AWARD

The Richard W. Hantke Award in History

This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized. In the opinion of the history faculty, this student must clearly merit recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history. The award is presented at the Senior Honors Convocation.

LATIN AMERICAN STUDIES AWARD

Senior Prize in Latin American Studies

Established by the Latin American Research Institute in the spring of 1997, this prize is awarded to a senior for excellence in Latin American Studies as demonstrated by the student's academic transcript and exemplary participation in research projects or internship programs related to Latin America. The prize is awarded at the Senior Honors Convocation.

LINGUISTICS AWARD

Superlative Achievement in Linguistics Award

This award is presented to a student who demonstrates superlative achievement in the linguistics courses offered by the Department of Foreign Languages and Literature. It is usually awarded to a senior chosen by the language department faculty and presented at a departmental meeting.

MATHEMATICS AWARD

The Harold B. Curtis Prize in Mathematics

In 1967 alumni and faculty members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize, which is presented at the Senior Honors Convocation, is an appropriate set of books chosen by the recipient in consultation with the Mathematics Department.

PHILOSOPHY AWARD

The Fran Asher Prize for Excellence in Philosophy

This prize was established in 1988 to honor Fran Asher, a student who graduated with honors in philosophy in the Class of 1970. It is awarded to a junior majoring in philosophy who has demonstrated original and creative work in the field that suggests unusual capacity for future work in philosophy. The prize is presented at the Fall Honors Convocation.

PHYSICS AWARD

The Harald C. Jensen Prize

This prize is awarded to the senior physics major who has written the most outstanding senior thesis describing his or her original independent research in experimental physics. The recipient is selected by the faculty of the Physics Department and is honored at the Senior Honors Convocation. The award is named for Harald Jensen, professor of physics, who served on the faculty for 31 years.

POLITICS AWARD

The Solly A. Hartzo Award in Politics
In 1971 the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics and government. This annual award in memory of Professor Hartzo, a member of the faculty for 35 years until his retirement in 1965, is presented at the Senior Honors Convocation to an outstanding senior student majoring in politics and selected by the faculty of that department.

PSYCHOLOGY AWARD

The Sterling Price Williams Prize in Psychology
This prize in psychology, given by friends in honor of Dr. Williams, professor of psychology and philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The student to whom the award is made is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the Senior Honors Convocation.

RELIGION AWARDS

The Scott Award in Religion
In 1957 Mildred Scott of Cleveland, Ohio, established by endowment "The Scott Award of Excellence in the Study of Religion." The annual cash award honors her parents, Mr. and Mrs. Lyman H. Scott. It is given at the Fall Honors Convocation to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding course work in the department.

The Harry O. and Alvina Miller Memorial Prize
This prize was established in 1997 to be presented to the outstanding graduating senior religion student, chosen by the Chairperson of the Department. The prize is awarded at the Senior Honors Convocation.

THE SCIENCES AWARDS

American Institute of Chemists Award
This award, given for demonstrated leadership and character, as well as high scholastic standing and potential for advancement in the chemical profession, is presented at a departmental gathering.

Analytical Chemistry Award
This award is given by the Analytical Division of the American Chemical society. The prize is a one-year subscription to the *Journal of Analytical Chemistry* and is awarded at a departmental meeting.

The Freshman Achievement Award in Chemistry
CRC Press of Cleveland, Ohio, gives annually a copy of the Handbook of Chemistry and Physics to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry and honored at a departmental gathering.

The Fredericka L. Stahl Memorial Awards for Excellence in Science
Judge Haas established these annual cash awards in memory of his wife for excellence in science. The recipients of the awards are determined, in consultation with the Dean of the Faculty, by a committee of faculty members and announced at the Senior Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences. Students who major in biology, chemistry, or physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.

Merck Organic Chemistry Award
Merck & Company of Rahway, New Jersey, presents a copy of the Merck Index at a departmental gathering to the outstanding student in organic chemistry.

SOCIOLOGY AND ANTHROPOLOGY AWARD

The Leo F. Van Hoey Senior Prize in Sociology and Anthropology
This prize was established in 1987 in memory of Professor Van Hoey, who served as chairperson of the Department of Sociology and Anthropology for 15 years. It is presented at the Senior Honors Convocation and is awarded to a senior who is judged by the faculty of the Department of Sociology and Anthropology as the outstanding student majoring in this field.

SPANISH AWARD

The María Vélez de Berliner - Spanish Essay Award
This award was established by Jordan de Berliner to honor his wife, María Vélez de Berliner, a 1987 graduate of Lake Forest College. The award promotes, encourages, and rewards the study of Spanish language and culture. The essay competition is open to all students who have taken or who are taking Spanish courses at the 300-level or beyond and others who can prove proficiency at that level. The contest, however, excludes seniors. The award is presented at the Spring Awards Convocation.

SECTION VII: ACADEMIC REGULATIONS

ACADEMIC HONESTY

Lake Forest College is committed to the highest standards of academic honesty. Such standards are central to the process of intellectual inquiry, the development of individual character, and the maintenance of a civilized community. The integrity of academic life depends upon cooperation among students, faculty, and administrators.

Responsibilities of Students
It is the responsibility of all students to uphold the ideals of academic honesty and integrity. Students' responsibilities include, but are not limited to, the following:

Students must inform themselves as to the nature of academic honesty and should consult faculty members when they are unsure whether their actions would constitute a violation of the policy of academic honesty. In addition to the standards regarding academic honesty given in the Student Handbook, students must also heed all expectations regarding academic honesty as stated by faculty members. Since it is each student's responsibility to know about what constitutes academic dishonesty, ignorance of the policy shall not be considered an excuse or a mitigating factor.

No student shall procure in an unauthorized manner the questions or answers of any examination or employ unauthorized aids while taking an examination. Authority for determining proper examination procedures rests with the faculty member.

No student shall represent any work product as his or her own that was done in whole or in part by another person or in collaboration with another student without attribution or proper citation.

No student may engage in any form of conduct or action which violates the letter or spirit of the College's academic honesty policy including but not limited to copying, closely paraphrasing, or using another work without explicit acknowledgement of author and source. Students are responsible for knowing what constitutes plagiarism. A handout explaining plagiarism is available at the Writing Center, the Learning and Teaching Center, and the reference desk of the Library. The text of this handout is also immediately follows this section of the Student Handbook.

Students are not permitted to submit the same paper for credit in more than one course, unless

all instructors involved grant their prior consent in writing.

No student shall falsify data, citations, or other information for assignments of any sort.

No student shall aid another in violating the policy of academic honesty.

Students shall cooperate with all members of the community in maintaining the highest standards of academic integrity.

Student members of the Academic Honesty Judicial Board shall maintain the confidentiality of students accused of violation of the policy of academic honesty.

Responsibility of Faculty

Faculty shall acquaint themselves with the policy of academic honesty as outlined in the Student Handbook. Faculty, whether bringing an accusation or sitting on the Academic Honesty Judicial Board, shall, consistent with College policy and applicable governmental regulations, maintain the confidentiality of students accused of violation of the policy of academic honesty. This sentence permits disclosure of the academic dishonesty violation proceedings to other College officials, including faculty within the educational institution who have legitimate educational interests in acquiring this information, e.g., faculty advisors and campus chairs of local and national honor society organizations.

1. Faculty and staff shall exercise caution in the preparation, duplication, and security of examinations.
2. No test may be given prior to its originally designated time. The Dean of the Faculty may grant exception to this rule at the request of the faculty member.
3. Faculty will take reasonable steps consistent with the physical conditions of the classroom to reduce the possibility of cheating on examinations.
4. Classroom tests must be proctored with diligence.
5. An instructor who returns a final examination to students must send a copy of the examination to the library, which will retain it for three years and make it accessible to students.

ACADEMIC HONESTY JUDICIAL BOARD

The Academic Honesty Judicial Board exists to uphold and enforce the College's academic honesty standards. It considers cases involving charges that students have violated those standards. The rules and procedures of the Board follow:

Composition

The Board is composed of three faculty members, one from each division, appointed by the Faculty Personnel Policies Committee, and one alternate chosen from any division, for staggered two-year terms. A Chairperson from the faculty is appointed by the Dean of the College in addition to the faculty members listed above. Three student members and an alternate are appointed by the Student Governance Executive Committee, subject to approval by the Dean of the College, for terms of one academic year beginning with the fall term. These students must never have been found in violation of College rules by either the Conduct Board or the Academic Honesty Judicial Board.

All but the Chairperson can vote.

Procedures

A faculty member may bring a charge of academic dishonesty against a student if, in his or her judgment, the student has engaged in conduct that violates the academic honesty policy. The faculty member shall inform the student of his or her allegation along with his or her recommendation regarding a penalty. Faculty shall allow an accused student up to 48 hours to consider the charge and produce a statement admitting or denying the allegation.

When a student admits to violating the policy of academic honesty and agrees with the recommended penalty:

- The faculty member shall secure a statement written, signed, and dated by the student acknowledging the violation.
- The faculty member shall submit this statement to the Board along with a formal charge, any other appropriate documentation, and his or her recommendation for the penalty.
- The Board shall determine the nature of the violation and impose a penalty. If the Board does not accept the penalty recommended by the faculty member, it must permit the faculty member to be heard in support of his or her recommendation.
- When a student admits to violating the policy of academic honesty but disagrees with the recommended penalty:
- The faculty member shall secure a statement written, signed, and dated by the student acknowledging the violation but disagreeing with the recommendation for the penalty.
- The faculty member shall submit this statement to the Board along with a formal charge, any other appropriate documentation, and his or her recommendation for the penalty.
- The Chairperson shall set a hearing date for the Board which will normally be within two calendar weeks following the presentation of the charges and will notify the student by registered campus mail, registered U.S. mail, by hand, or e-mail, whichever is appropriate. The hearing date may be extended for good reason as determined by the Chairperson. The Chairperson, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses to the hearing."
- The student shall have the right to be assisted at the hearing by an advisor drawn from the campus community. The student may not be assisted at the hearing by an advisor drawn from outside the campus community.
- When a student denies violation the policy of academic honesty:
- The faculty member shall submit to the Chairperson of the Board a formal charge and any other appropriate documentation of the alleged violation.
- The Chairperson shall set a hearing date for the Board which will normally be within two calendar weeks following the presentation of the charges and will notify the student by registered campus mail, registered U.S. mail, by hand, or e-mail, whichever is appropriate. The hearing date may be extended for good reason as determined by the Chairperson. The Chairperson, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses to the hearing.
- The student shall have the right to be assisted at the hearing by an advisor drawn from the campus community. The student may not be assisted at the hearing by an advisor drawn from outside the campus community.

If, after making a good faith effort to contact the student the faculty member is unable to do so, he or she will submit a formal charge and any other appropriate documentation to the Chair of the Academic Honesty Judicial Board. The Chair will contact the student with the formal charge and instructions regarding admitting or denying the charge.

In any College judicial hearing, formal rules for legally admissible evidence shall not apply. Nonetheless, evidence must conform to basic standards of fairness and be pertinent to the charge as determined by the Chairperson. If the Board finds that the student violated the policy of academic honesty, it shall impose the appropriate penalty. Such a finding will require a minimum of four votes. The Chairperson of the Board will notify the student of the Board's decision of guilt or innocence, and of the penalty, if the student is found guilty. He or she will be notified by registered campus mail or registered U.S. mail, whichever is appropriate.

When a case arises between semesters or during summer session, the Board ordinarily will defer it for consideration until the following semester. However, the student involved may elect to leave determination to an ad hoc board constituted by the Dean of the Faculty. The Board will be drawn, insofar as is possible, from the regular Academic Honesty Judicial Board and will consist of three faculty members and three students plus the chairperson.

In the event that the Board members agree on the finding of violation but are divided on the issue of an appropriate penalty, the presumption will be in favor of the lesser of the contemplated penalties. To achieve the results, the Board will vote first on the more severe of the contemplated penalties. If this fails to receive a minimum of four votes, the Board will then vote on the next most severe of the contemplated penalties, and so on, until at least four members of the Board agree on a penalty. In exceptional cases the Board may impose a penalty which is less severe than any of those suggested by the faculty member bringing the charge.

Penalties

First offense:

For a student in a course - failure of the examination, project, or course. Failure shall be defined as no credit (i.e., zero points). The failing grade cannot be raised by additional work.
For a complicitous student not enrolled in a course - to be determined by the Board.

The Chairperson of the Board will notify the student of the Board's decision by registered campus mail or registered U.S. mail, whichever is appropriate. The faculty member, Dean of the Faculty, Dean of the College, and the faculty advisor(s), and, in the event of a penalty of failure of the course, the College Registrar will also be notified.

Second offense:

As above, with the additional penalty of suspension from the College for a period of time to be determined by the Board. The Board should also determine whether the College might accept courses taken at another institution while the student is under suspension

The Chairperson of the Board shall inform the President of the Board's recommendation by campus mail or by hand. The President will notify the student if he or she accepts or modifies the Board's recommendation by registered campus mail or registered U.S. mail, whichever is appropriate. The Dean of the Faculty, Dean of the College, Chairperson of the Board, the faculty advisor(s), and the Registrar will also be notified. Suspensions from the College for violations of academic honesty are recorded on transcripts and in students' permanent files.

Third offense:

Expulsion from the College. The Chairperson of the Board shall inform the President of the Board's recommendation by campus mail or by hand. The President will notify the student if he or she accepts or modifies the Board's by registered campus mail or registered U.S. mail, whichever is appropriate. The Dean of the Faculty, Dean of the College, Chairperson of the Board, the faculty advisor(s), and the Registrar will also be notified. Expulsions from the College for violations of academic honesty are recorded on transcripts and in students' permanent files.

Exceptions

See paragraph titled "Exceptions" regarding withdrawals from courses in which charges of academic dishonesty have been brought. vid. "Withdrawal from Courses".

Appeals

A student may ask the Dean of the Faculty to consider an appeal on procedural grounds only.

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

The academic record of every student is reviewed by the Academic Appeals Board of the faculty, the Dean of the Faculty, and the Dean of the College at the end of each term. As a result of such reviews, students may be placed on academic probation by the Dean of the College or the Academic Appeals Board as a warning that they are in danger of academic suspension. Students are placed on academic probation whenever their cumulative GPA falls below the minimum required for a student of their standing, as follows:

Students admitted before August 2000:

Credits Earned	GPA Required
fewer than 12 credits	1.5
12 to 19 credits	1.8
20 or more credits	2.0

Students admitted in August 2000 or thereafter:

Credits Earned	GPA Required
fewer than 6 credits	1.5
6 to 11 credits	1.75
12 to 19 credits	1.9
20 or more credits	2.0

No student on academic probation may be enrolled as less than a full-time student, unless special permission has been given by the Dean of the College. Students are subject to academic suspension when their GPA in any term is less than 1.0, even if they have not previously been on academic probation. In addition, students on academic probation are subject to academic suspension when their GPA for any probationary term is less than 2.0. No student may remain on academic probation for more than two consecutive semesters without being subject to academic suspension. A student who is suspended for academic reasons is not eligible to apply for readmission for at least six months. A student may be readmitted only once; a second suspension for academic reasons is known officially as an Academic Dismissal and becomes a permanent separation from the College for academic reasons. Suspension or dismissal from the College may also be mandated under conditions set forth under the judicial process. Probation, academic suspension or dismissal, and readmission are noted on the student's official academic record and appear on transcripts sent outside the College. Parents or guardians are notified when a dependent student is placed on probation, suspension, or dismissal. Only in unusual circumstances can exceptions to the rules concerning probation, suspension, and dismissal be considered by the Academic Appeals Board.

ACADEMIC STANDING AND PROGRESS

Students with fewer than 7 completed credits are classified as first-year students. Those with at least 7 credits are classified as sophomores, those with at least 15 credits as juniors, and those with at least 24 credits as seniors. Normally, a student is expected to fulfill graduation requirements within four years.

ATTENDANCE

Classroom activities are an integral and important part of the learning experience. Therefore, it is expected that students will attend class meetings. Each member of the faculty has the prerogative of establishing specific attendance regulations that in his or her opinion are best suited to the course.

AUDITING OF COURSES

Students who wish to acquaint themselves with a subject without receiving credit may audit a course with the permission of the instructor. Auditors are not subject to the requirements of the course, but they are expected to participate seriously. There is no audit fee for full-time students; part-time students are charged a minimum amount per course. Examination for course credit is not permitted in an audited course.

COMMENCEMENT

Students who complete degree requirements during the spring semester, as well as those who have completed their requirements during the previous summer and fall terms, are encouraged to participate in the Commencement ceremony. Others will be allowed to participate only if they have obtained written approval of a proposed summer program at Lake Forest College, which will make it possible for them to satisfy their degree requirements by the following September 1.

COURSE CHANGES AND WITHDRAWALS FROM COURSES

In order to change from one course to another after registration, a student must file a Change of Registration form. If this procedure is not followed according to the dates listed below (see the

inside cover for a schedule of dates), a failing grade of F will be recorded for the course in which the student is officially registered, and the student will not receive credit for the other course. Because the normal course load is defined as 3 to 4.5 course credits per semester, a full-time student is only permitted to reduce his or her registration to no fewer than 3 course credits during a semester in progress with the written approval of the faculty advisor and the Dean of the College. The following rules apply to such course withdrawals: Within the first 2 weeks of a 15-week course, a course withdrawal is regarded simply as a permissible change of registration. Only the courses in which the student remains registered will appear on the transcript.

In a 15-week course, the last day for approved withdrawal from a course with an automatic W will be the last day of the ninth week of classes (unless a Medical Withdrawal has been authorized — see below).

After the end of the ninth week in a 15-week course, withdrawal results in either a W or a WF, depending upon the instructor's evaluation of the student's progress in the course in question at the time of the withdrawal. A student may not withdraw from a course after the last day of classes (that is, during the reading or examination periods or thereafter).

If a student ceases to attend class and fails to withdraw officially from that course (including physical education) in which the student is officially registered, it will result in the recording of a failing grade for that course.

Medical Withdrawal from Courses

Students who believe that medical circumstances make it necessary for them to withdraw from a course after the first 2 weeks of the semester may apply in writing to the Dean of the College for a Medical Withdrawal. An application must be accompanied by a signed statement from the student's attending off-campus health care professional. This procedure assumes that the student wishes to remain enrolled in school. (For information regarding medical withdrawal from the College, refer to section Withdrawal From and Readmission to the College.)

After application has been made, the Dean of the College will review the case and determine whether the student may receive a grade of MW for the course instead of W or WF. A medical withdrawal may result in the need for students to take an overload or summer school courses in order to graduate on schedule. The financial consequences of medical withdrawals from courses are the same as those for standard withdrawals from courses. (See "Refunds" below.)

Reduction of Load to Fewer than 3 Courses

Full-time students will not normally be permitted to reduce their course load to fewer than 3 course credits in any semester. A reduction in course load may affect their eligibility for financial aid and their participation in organized sports. Resident students must seek permission from the Dean of the College to remain in student housing when reducing their load to part-time.

Exceptions

An exception to the usual policies concerning course withdrawals may occur when a student has been brought before the Academic Honesty Judicial Board. The student is permitted to withdraw, through the last day of class, from a course in which a charge of violating the academic honesty policy has occurred. But if the Board determines that a violation has occurred in that course, any penalty imposed will take precedence over the course withdrawal.

- When a student is penalized with failure of the project, assignment, or paper, the faculty member will record the zero in determining a final course grade. A student withdrawing from a course with a passing course grade (as determined by the faculty member) will earn a W while a student withdrawing from a course with a failing course grade will earn an F, regardless of when in the semester the withdrawal may have taken place.
- When a student is penalized with failure of the course, the recorded grade will be F, rather than WF, regardless of when in the semester the withdrawal may have taken place.

Refunds or Withdrawal from Courses

Any combination of courses ranging from 3 to 4 credits is regarded as a full load and regular full-time tuition applies. There are no refunds for course load changes within this range of credits. Students registering for fewer than 3 credits per term with the permission of the Dean of the College Office will be charged at a per-course rate. (See the section titled "Refund Policy" below or consult the College Bulletin for more detail.)

COURSE CREDITS AND COURSE LOADS

At the College, credit is earned, recorded, and tallied by courses rather than by semester hours. For conversion purposes, a course is valued at four semester hours. A normal course load is 4 course credits per semester, but a student may choose to take any load between 3 and 4.5 course credits to be granted full-time status. Courses in education that are required for certification but not credited toward a degree, private music lessons, chamber orchestra, or chorus may be added to the normal course load. Consult with the Registrar for complete information regarding credit for these courses. An overload is any course load in excess of 4.5 credits in a given semester. With the permission of the advisor, a student may register for an overload if the total is not greater than 5 course credits in any semester. (See Tuition and Expenses in the Bulletin for course overload fee.) A student has full-time status if he or she is registered for at least a 3 course-credit load (the equivalent of 12 semester hours) per semester. Students register for a full course load for the entire year, unless they are seniors needing less than a full course load to graduate on time.

CREDIT DISTRIBUTION

Of the 32 credits required for graduation the following rules apply:

At least 8 but no more than 15 must be taken in the student's major field. If a student chooses an interdisciplinary major in place of a departmental major, more than the minimum of 8 may be required.

A student may not take more than 15 credits, including internships, in any discipline.

No more than 16 transfer credits (60 semester hours) may be counted toward Lake Forest College degree requirements.

Twelve of the last 16 credits earned must be Lake Forest College credits. (A student may petition the Academic Appeals Board to spend an entire junior year elsewhere.) The last 4 credits are required to be earned on the campus, with the exception of credits earned during College-supervised internships. To graduate, a student must accumulate a 2.00 grade point average (without rounding up) in courses taken at Lake Forest College. Exceptions to these rules may be granted only by the Academic Appeals Board.

CREDIT FROM OUTSIDE THE COLLEGE

Credit by Transfer

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Courses at other accredited institutions that are in the liberal arts tradition, but do not have comparable counterparts at Lake Forest, may also be granted credit. Lake Forest students are required to receive prior approval from the College before taking course work at other colleges. No more than 16 transfer credits can be counted toward Lake Forest College degree requirements. No courses with D grades may be transferred to the College. Plus and minus grades with the exception of grades of A+ earned at another institution will be recorded on the Lake Forest College transcript, but are not counted in the Lake Forest GPA.

An official transcript from the issuing institution must be given to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit. The Registrar evaluates transcripts and awards transfer course credit; students may appeal decisions to the Academic Appeals Board. Students who have earned 16 or more credits are not permitted to

transfer credit from community or two-year colleges to Lake Forest College.

Credit for Summer Work at Another Institution

Enrolled students who plan to attend a summer session at a college other than Lake Forest must obtain prior approval for the proposed program of study. Forms for this purpose may be obtained from the Registrar's Office. Transfer credits may be not be accepted for students who fail to obtain approval. Upon approval of course work, credits earned by a student at another college will be converted into Lake Forest College course credits and will be included in the student's total credits toward graduation; but the grades will not be used to calculate the grade point average. Students who have earned 16 or more credits are not permitted to transfer credit from community or two-year colleges to Lake Forest College.

Credit by Examination

Students may apply to pass a regular course by special examination without prior enrollment. Consent of the instructor and approval of the Dean of the Faculty are required. Where appropriate, the instructor may set requirements in addition to the examination itself. For credit to be awarded, a grade of C- or better must be earned on the examination, but the student's transcript will show only a CR (Credit). Special examinations are not allowed for courses that are usually part of pre-college curricula (for example, elementary languages or elementary mathematics) and are not normally allowed in courses previously audited or in which a student was enrolled.

Advanced Placement

Students who have successfully completed Advanced Placement courses and the appropriate Advanced Placement examinations provided by the College Entrance Examination Board may apply for College credit for this work. Scores of 3, 4, or 5 on the examinations entitle students to at least one course credit; scores of 1 or 2 are not granted credit. A score of 3 or better on both the microeconomics and macroeconomics exams is required for one course credit in economics. Each department determines the specific amount of credit to be awarded. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department. For students entering in the fall of 2003: Only Advanced Placement (AP) credits receiving a score of 4 or 5 will be accepted for Lake Forest College credit, except by departmental approval.

International Baccalaureate

Students who have successfully completed International Baccalaureate courses and taken the higher-level examinations provided by the International Baccalaureate Program may apply for college credit for this work. Grades of 4, 5, 6, or 7 on the higher-level examinations entitle students to at least one course credit; grades of 1, 2, or 3 are not granted credit. Each department will determine the specific amount of credit to be awarded. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

FINAL EXAMINATIONS

By faculty regulation, no test may be given prior to its originally designated time. Only the Dean of the Faculty may grant exception to this rule and only at the request of the faculty member. A term paper may be assigned in lieu of a final examination in a course, but in such cases students are entitled to have until the end of the scheduled examination time for a course to submit their term papers. If not returned immediately to students, examination papers, particularly final examination papers and term papers, are to be kept by faculty members for at least one term before being destroyed, so as to be available for review by students. Papers from the spring term are to be kept through the fall term.

GRADES AND ACADEMIC RECORDS

Grades

The College employs an A, B, C, D, F grading system. Faculty may append a plus or minus to all grades A through D, with the exception that there is no grade of A+. The grade of A is awarded for work of outstanding quality. The grade of B indicates good work, C satisfactory work, D marginal work, and F failure. A department may require a grade of C or better in courses

prerequisite to more advanced work.

Credit-D-Fail Option

Students may choose the option of receiving a notation of CR (Credit) to indicate a grade of C- or better in any course they take. Under this option, grades of D (no plus or minus), F, W, and WF are recorded on the transcript as usual. Application for this option, or for changing back to regular letter grades, must be made before the end of the first two weeks of the semester. The prior approval of the student's advisor is required.

Basis of Academic Evaluation

Students shall be evaluated by their instructors solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

Grade Point Averages

The grade point average (GPA) attained for each semester of a student's work, as well as the student's cumulative grade point average, is recorded on the student's official academic record at the end of each semester. It is weighted according to course credit. Grade point averages are computed on the following basis:

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67	D-	0.67		

Grades of CR, I, X, MW, W, and RS will not be included. A grade of WF is computed as a failing grade (0.00).

The Lake Forest GPA includes grades earned in Lake Forest College courses and in Associated Colleges of the Midwest (ACM) programs but does not include Washington Semester grades or grades earned while a student has studied off-campus under a consortium agreement or in course work earned from other institutions.

Semester and Warning Grade Reports

Final grade reports are sent to students at the close of each semester. Grade reports for first-year students, in courses where work is currently failing, marginal, or incomplete, will be submitted to the Registrar's Office on the last day of the sixth week both fall and spring; copies are then sent simultaneously to parents or guardians.

Transcripts of Academic Work

The Registrar's Office maintains a permanent, official academic record of registered courses for each student, which includes grades, credits, and other pertinent information. Students may request certified copies of their College transcript records. Official transcripts are released only upon written authorization of individual students or alumni. Forms for transcript requests are available at the Registrar's Office. The first requested copy is free of charge. The charge for additional transcripts is $2 for each single request and $1 for each additional copy if more than one copy is requested at a time. Students must clear financial obligations with the Business Office before transcripts will be released. A period of a week should be allowed for filling a transcript request. Students who use a deferment voucher to establish the preregistration and room draw credit requirement are ineligible for transcript services until the deferment voucher has been paid.

Incompletes

Instructors may record a grade of I (Incomplete) for a student who is prevented by illness or other reason beyond the control of the student from completing the requirements of a course. The student must complete the appropriate assignments and deliver them to the instructor no later than the end of the first week of classes of spring semester if the incomplete was received at the end of the fall semester, and no later than one calendar week after the close of the spring semester final exams if the incomplete was received at the end of that semester. Instructors are required to submit the revised grade to the Registrar within three days after the expiration of the incomplete. Extensions of the deadlines are possible only with special permission from the Dean

of the College. If the Registrar does not receive a revised grade by the appropriate deadline, a grade of F will be recorded in place of the I. This regulation applies only to undergraduate work.

Grades of X

A grade of X may be assigned at the initiative of an instructor when a student who has been doing at least passing work in a course unexpectedly fails a final assignment. With the instructor's authorization, the student has the same amount of time to redo the assignment, or its equivalent, as is available for an incomplete, but in no case may the final revised grade be higher than a D+.

Grades of PR

A grade of PR (Progress) is used at the end of the first term of a two-term senior thesis or other independent study project if the student is making satisfactory progress. A final letter grade for both semesters will be entered when the project is completed at the end of the next term. Satisfactory progress is defined as a minimum of a C- grade for the work thus far completed. Accordingly, if a student receives a final grade of D or F in the thesis or other project, the PR grade as replaced cannot be lower than a C-. This regulation applies only to undergraduate work.

Grades of RS

The RS grade, introduced in the fall of 1997, indicates that the requirements have been satisfied in a course without credit.

GRADUATION WITH HONORS

Graduation with Honors at Lake Forest College may be achieved in two categories: the grade point average (GPA) and the student's major field.

General Honors

General honors at graduation consist of summa cum laude for GPAs from 3.9 to 4.0, magna cum laude for GPAs from 3.7 up to 3.9, and cum laude for GPAs from 3.4 up to 3.7. In order to achieve honors in one of these categories, a student must have an academic record that satisfies all of the following requirements:

At least 14 Lake Forest College courses taken with the full range of the letter grades (A, B, C, D, F, but not CR).

A Lake Forest GPA equal to or greater than the minimum listed above for the pertinent category.

A total GPA, including both Lake Forest College and transfer courses, that also equals or exceeds the above minimum for the given category.

In making GPA calculations for general honors, ACM program grades are counted as Lake Forest College credit. Washington Semester grades and grades in off-campus study under a consortium agreement count as transfer credit. Grades in courses taken at Barat College count as transfer credit. GPAs are not rounded up; for example, a 3.898 is not in the summa cum laude category. The calculation of a GPA includes plus and minus grades. Grades of all transfer courses acceptable by Lake Forest College for transfer credit will be used in GPA computations. The transfer GPA is combined with the Lake Forest GPA as a weighted average. Transfer grades from colleges or universities with different grading systems are dealt with case by case by the Dean of the Faculty in consultation with the Registrar; and where necessary, they will be brought to the Academic Appeals Board.

Honors in the Major

Honors at graduation in the student's major are based on a clear demonstration of superior mastery of the subject and on the ability to successfully complete a senior thesis. In order to receive honors in the major, a student must have attained a 3.5 GPA in all courses taken in the major at Lake Forest College, including the final semester. A minimum of six courses must have been taken in the major at the College. A student must be evaluated as having successfully completed

a senior thesis. In exceptional circumstances when a senior thesis seems inappropriate, a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be substituted for the senior thesis. The request for such a substitution must be initiated by the project director and requires the unanimous approval of the members of the department(s) involved. Please note that completing a senior seminar will not result in honors in the major.

Distinction in Senior Thesis

If a student's senior thesis is judged by an examining committee to be an outstanding and original piece of research, Distinction in Senior Thesis is awarded at graduation regardless of whether the student is graduating with honors in his or her major field of study. In exceptional circumstances, a well-documented senior research project or imaginative creative project may substitute for the senior thesis provided members of the departments involved give their unanimous approval.

Phi Beta Kappa

Phi Beta Kappa, the national honorary scholastic society founded in 1776, is open to undergraduates with outstanding academic records. The Lake Forest College chapter (Theta of Illinois), one of 240 in the nation, includes faculty and students as members. Although sheltered by the College, the chapter is an organization independent of the College and of its curriculum, and thus determines its own standards for admission, standards consistent with those of the United Chapters of Phi Beta Kappa. Evaluation of candidates for election includes an examination of their GPA, an appraisal of their course work, and a recognition of recommendations from their professors. Phi Beta Kappa emphasizes excellence in scholarly achievement and the pursuit of broad cultural interests.

INDEPENDENT SCHOLAR PROGRAM

General Description

The Independent Scholar Program (IS), established as "The College Scholar Program" in 1970, offers students the opportunity to play a major role in determining the nature and goals of the their college education. The program is open to students who have completed half the credits needed for graduation. Admission into the program is based on evidence that student applicants are capable of superior academic achievement, self-directed study, and completion of their formal study plan. Students may formulate their study plan so as to incorporate one or more of the official majors at the College, or they may devise their own major. In either case, the benefit of the program to students is to provide them with great range for independent study and self-determination in their college education. While student innovation, flexibility, and independence are encouraged, the work of students in the program is measured against high standards and monitored by individual Independent Scholar advisors and by the Independent Scholar Committee. Graduation as an Independent Scholar requires completing a substantial and meritorious senior thesis or equivalent creative project in the senior year and passing an oral or written senior examination on the student's area of concentration. Details follow concerning administration of the program, admission procedures, enactment of the study plan, withdrawal from the program, and the junior and senior evaluations.

Administration

Responsibility for overseeing the program as a whole rests with the Independent Scholar Committee, consisting of the Dean of the Faculty and three faculty members, one from each division, appointed by the President. Particular duties of the Independent Scholar Committee include promulgating information about the program, admitting students, removing students, approving changes in study plans of the Independent Scholars, and carrying out other tasks mentioned in the following sections. Much of the responsibility for overseeing the work of individual Independent Scholars rests with the Independent Scholar Study advisors who have agreed to work with them. Particular duties of the advisors include the following: help the prospective Independent Scholar devise a study plan; serve as liaison between the student, faculty members in the major department or area of concentration, other instructors, and the IS Committee,

schedule regular study plan review conferences with the student and report to the IS Committee concerning any student who does not seem to be performing well; submit a brief report to the IS Committee at the end of the student's junior year, including an assessment of student performance and a recommendation concerning continuance in the program; assist the student in defining the senior project and securing appropriate faculty guidance; work with other appropriate faculty on the content and design of the senior examination, select an examination committee, and supervise the examination; and submit a final report to the IS Committee at the end of the student's senior year, including an evaluation of the senior thesis or creative project, an assessment of how well the student performed in the program and the degree to which the student profited from participation in the program, and an evaluation of the senior examination signed by the examining committee.

Admission Procedure

Admission into the Independent Scholar Program is based on a study plan, an evaluation by the student's prospective IS advisor of the academic merits of the plan and the probability of its completion, a letter of recommendation from one other faculty member of the student's choice with whom he/she has studied, and any other supporting materials the student or committee wishes to include. A clearly superior academic record, as indicated by the student's grades and letters of recommendation, is required for entrance into the program. The study plan is prepared after consultation with the faculty member who agrees to be the student's IS advisor. The plan is a crucial sample of performance for purposes of judging admission into the program. It should include the following items; name of special field, topic or theme of interest; This may or may not correspond to existing majors. description of intellectual goals and methods for achieving those goals, including how the Independent Scholar Program can facilitate that achievement. specific study schedule for the first year and a tentative one for completion of the program thereafter. The study schedule should indicate relevant courses, independent studies, internships, etc. The schedule should reflect both an integrated study program within the field of interest and, together with previous course work, the breadth that marks a liberal education. proposal for the method of evaluation of work done in the study schedule and credit value of courses and projects. The next section suggests some of the options and requirements that the student and advisor might consider formulating the study plan.

Enactment of the Study Plan

Independent Scholars are expected to confer regularly with their advisors. The advisor must approve the study schedule and any changes made in it. Major changes must be approved by the IS Committee. Components of the study schedule might include any combination of existing courses, modification of existing courses, and independent studies and internships, without the normal restrictions. For modification of existing courses, the Independent Scholar must secure the approval of the instructor. For independent studies and internships, the credit value, duration, and method of evaluation will be negotiated by the Independent Scholar, the IS advisor, and faculty members under whose direct guidance the IS intends to work. Credit value other than what is normal must be approved by the IS Committee. Whatever the composition of the study schedule, the Independent Scholar must complete the College-wide requirement of 32 course credits for graduation as well as the General Education Curriculum (GEC) requirements. After securing the consent of the IS advisor, the supervisor, and the Dean of Faculty on the Independent Study form, the Independent Scholar may register for an independent study project simply by entering the appropriate information on the class registration form. Upon termination of the project, the IS will submit to the supervisor(s) a completed form designated "Report on Independent Study Project." A copy of the statement should be forwarded to the IS advisor. Except for regular courses, instructors will be requested to submit to the IS advisor at the end of the semester a written evaluation of the Independent Scholar's performance. An Independent Scholar may enroll in academic programs at other institutions as part of an official Program Leave; however, College policy regarding the maximum number of credits which may be accrued in this manner still applies. Each Independent Scholar is required to carry out a senior project in the form of scholarly research or creative expression. This will take the form of a senior thesis or an equivalent creative project and will be evaluated in accordance with current policy. The senior thesis or creative project should represent competent scholarship or creative activity on

the part of the student.

Withdrawal

Student may withdraw voluntarily from the program at any time. Students whom the IS Committee judges to fall short of the anticipated level of performance may be asked or required to withdraw at the end of a semester and resume a conventional program of study. In any case of withdrawal the IS Committee will request instructors to assign a letter grade for all work which has not thus been formally evaluated. Students who have left the program can be reinstated by the IS Committee only after a formal request has been endorsed by the IS advisor.

Junior Evaluation

At the end of the junior year each student will meet with the IS Committee to discuss the student's progress in the program originally outlined by the student and accepted by the IS Committee. If it is the judgment of the Committee that the student has not fulfilled the obligations and shows little promise of doing so, it may decide to drop the student from the program.

Senior Evaluation

At the end of the senior year an examination will provide Independent Scholars with an opportunity for articulating and synthesizing the work done under their study plan. The content and design of the examination will be determined by the IS advisor working with faculty from the appropriate department or field of expertise. The examination may be written or oral. The IS advisor will appoint a minimum of two members of the faculty to evaluate the examination. In the case of an oral examination or in cases where there is balanced disagreement over the evaluation of a written examination, the chairperson of the IS Committee will appoint an additional examiner. Examiners sign an evaluative statement which the IS advisor forwards to the IS Committee, along with the advisor's evaluation of the senior thesis or creative project and the student's performance in and benefit from the program. Independent Scholars who fulfill their study plan and pass the senior examination will be graduated as "Independent Scholars," with this fact recorded on their academic records. Independent Scholars who do not complete the senior thesis or who fail the senior examination will not be so designated, but they will not thereby be prevented from graduating. (The titles of the major in these cases will be determined by the Dean of Faculty, the IS Committee, and the IS advisor.) Independent Scholars may graduate with honors when they meet the College-wide requirements.

PLAGIARISM

Plagiarism is "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (*Random House Compact Unabridged Dictionary*, 1997).

Most people recognize the more obvious forms of plagiarism — copying another student's test paper, buying a research paper, or copying material directly out of published work — but there are less blatant forms of plagiarism that sometimes result from a writer's unintentional misuse of source materials. You may have plagiarized without realizing what you have done, but ignorance does not justify or excuse plagiarism. The following guidelines will help you to give correct credit to your sources.

Keep these principles in mind

- *Quoting:* If you use another person's words, enclose them in quotation marks and document the source in a footnote, endnote, or parentheses (depending on the style of documentation required for your paper).
- *Paraphrasing:* When you restate another person's idea in your own words, you are paraphrasing. Unless you cite a source, your reader will assume that the thoughts are entirely your own. Since a paraphrase is based on another person's idea, its source must always be documented.
- *Common knowledge:* Many people are aware that common knowledge, which includes factual material such as dates or scientific formulas, does not need to be documented. If you are unsure if a given fact is common knowledge, cite its source. It is better to be cautious and

thorough than to risk plagiarism.

- *Cutting and pasting:* It is very easy to cut and paste material from one electronic document to another, for example, from a Web site to a term paper. Take care to note with quotation marks when you have cut and pasted material, and document all pasted passages as you would any quotation.
- *Downloading:* Any information that you download from the Web, databases, or other electronic resources and use in a paper must be properly cited. Remember to use quotation marks around any downloaded text that you incorporate into your paper.

REGISTRATION IN COURSES

Enrolled students are allowed to preregister each spring for the next academic year. Students who have preregistered by the end of spring term will be given first priority in courses for the coming year. First-year students have an opportunity to register for fall semester by mail during the summer preceding their entrance to the College. The spring registration plans are formally completed during designated registration periods in the fall. Prior to the spring semester, additional days are scheduled for confirming or changing registration plans for that semester. All students must validate their registration for both the fall and spring semesters; failure to do so may result in a cancellation of registration. A fee is charged for late registration.

REPEATED COURSES

A course in which a passing grade has been received may not be repeated for additional credit. Students earn academic credit when the first grade was failing and the second grade is passing. Repetition of a course does not remove the original grade earned, but instead both grades will be recorded and included in the GPA computation. Permission to retake a course must be approved by the student's advisor. The College does not attempt to evaluate course work repeated elsewhere. Such evaluation is left to the other institution(s).

REQUIREMENTS FOR THE BACHELOR'S DEGREE

In order to receive the bachelor of arts degree, students are expected to pass 32 courses, fulfill the general education requirements, attain at least a 2.00 overall Lake Forest College GPA (without rounding up), and complete the requirements of a major. Normally, a student is expected to fulfill graduation requirements within four years. Students, including transfer students, will fulfill distributional requirements, as outlined under the General Education Curriculum in the Lake Forest College Bulletin.

STUDENT ACADEMIC APPEALS

Lake Forest College has established procedures that individual students may use when they wish to make an academic appeal or when they believe that a grade has been assigned by an instructor in a prejudiced or capricious manner.

Academic Appeals Board

The Academic Appeals Board is a part of the College's governance system. It considers and acts on cases of academic probation, suspension, or dismissal, on cases in which students appeal the interpretation of faculty rules by a dean, and on cases in which faculty rules are unclear. The Board also reviews requests from students to study at another college or university while on an Approved Program Leave or to receive credit for study abroad undertaken during the summer. The Board and the Dean of the College meet at the end of each semester to review the academic records of all students and to take such action as is necessary in cases involving academic probation, suspension, and dismissal. Throughout the academic year, the Board considers requests for Approved Program Leave and appeals involving the academic regulations of the College and their interpretation. In extraordinary cases, the Board grants exceptions to faculty rules, but only by a unanimous vote of all three voting members of the Board. Students who wish to appeal an academic decision by a dean or who believe that they deserve an exemption from an academic regulation may present a written appeal to the Board. The appeal must clearly describe the decision being appealed or the regulation from which the student wishes to be exempted and must state the substantive reasons for the appeal. Each appeal must also have attached a detailed statement from the advisor regarding the appeal. Additional information may be appended to the written appeal if desired. Each appeal must be signed and include the student's mailing address. Appeals may be submitted to the Registrar or the chairperson of the Board. To request an Approved Program Leave or to request credit for summer study abroad, a student must see the Coordinator of Study Abroad. The request will be considered at the next regular meeting of the Board. If the Board approves an Approved Program Leave, the student must take additional steps to finalize the withdrawal. See Approved Program Leave.

Protection Against Improper Academic Evaluation

Students are responsible for maintaining standards of academic performance established by their professors, but they will have protection against prejudiced or capricious academic evaluation. Students will be informed at the beginning of the course of the evaluative criteria to be used for that course. When students feel their grades in a course have been prejudiced or capricious and have been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairperson. Students must contact the chairperson within two calendar weeks following the beginning of classes in the term following the alleged injustice. After the student has submitted a letter specifying the details of the alleged injustice, the chairperson will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. Whenever possible, the committee will consist of three members of the instructor's department. When the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairperson is the instructor accused of the alleged injustice, the student may contact the faculty member of highest rank within the department other than the chairperson, who will appoint a review committee. Any student requesting a review is responsible for presenting for review all tests, papers, etc., that enter into a grade and that have been returned to the student. All tests, papers, etc., that enter into a grade and have not been returned to students will be kept on file by instructors for at least one term following when a course is offered. After hearing all available evidence in a particular case, the members of the review committee meet with the instructor (the student not being present) and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor. (This policy was approved by the faculty on April 4, 1967, with editorial revisions in July 1977 and June 1993.)

THE DEAN'S LIST

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. Only Lake Forest College course credits are counted. To be selected for this honor, a student must have received during the year at least six graded course credits, and must have received no more than two credits on the Credit-D-Fail option, and must have attained a GPA during the year of at least 3.60 (without rounding up). In order to reward outstanding academic performance and to provide adequate challenge to the brightest of our students, those who gain Dean's List distinction are permitted to take a fifth course without additional charge during one semester of the academic year following that distinction. Only applied music courses and courses offered through ACM and non-Lake Forest College off-campus programs are excluded from this policy.

WITHDRAWAL FROM AND READMISSION TO THE COLLEGE

A student who finds it necessary for personal reasons to withdraw from the College is expected to take each of the following steps:

1. Complete the proper application form at the Dean of the College Office and arrange for an interview with one of the deans.
2. Check with the Financial Aid Office to terminate any scholarships or other awards, in order to protect future eligibility.
3. Clear Business Office account.
4. Return any College keys to the student's head resident or the Facilities Management

Department, as applicable.

5. Remove all personal belongings from campus within 24 hours after the effective date of the Withdrawal or Approved Program Leave, unless permission to store belongings has been granted by the Dean of the College Office.

Failure in courses will be recorded on the academic record of a student who does not withdraw according to these procedures. The actual date of withdrawal is the approval date agreed upon by the Dean of the College Office. Academic or disciplinary suspension or dismissal take precedence over withdrawal or approved program leave in determining a student's status and official reason for leaving the College. Rules governing refunds to students who withdraw are discussed in the College Bulletin. When withdrawing from the College, a student will receive a "W" for all courses he/she is passing at the time of the withdrawal. Students who are failing a course at the time of withdrawal from the College will receive a grade of "WF" in that course.

Medical Withdrawal from the College

Students may apply to the Dean of the College requesting permission to withdraw for certifiable medical reasons. The notation MW (medical withdrawal) is to be allowed only where the Dean of the College judges that serious illness, for which the student is placed under the care of an off-campus physician or other appropriate off-campus health care professional requires the student to leave the College for proper treatment and convalescence. Application for medical withdrawal must be made as soon as is practical after the attending off-campus health care professional recommends withdrawal. Applications must include a letter from the off-campus health care professional that (a) explains the reason for the withdrawal and (b) specifies the date medical attention was given for the illness. The financial consequences of medical withdrawal are the same as those for withdrawal from the College. See the College Bulletin for further details.

In rare instances the professionals at Lake Forest College may determine a student should not continue their academic program at the College but should withdraw due to psychological instability. In these instances the policies regarding medical withdrawal will apply.

Lake Forest College Off-Campus Study

Lake Forest College offers several options for off-campus experiences both in the United States and abroad. These experiences may include both work internships and study programs. Permission to participate in off-campus programs for which credit is granted must be requested, supported, and approved by the appropriate College personnel. The following is an outline of the types of programs available to Lake Forest College students. For more information, please see the current College Bulletin or consult the college's Web site.

1. Lake Forest College Programs
2. ACM (Associated Colleges of the Midwest) Programs (domestic and abroad)
3. Washington Semester at American University (Study/Internship; fall or spring)
4. Other Study Abroad. With prior permission of the Academic Appeals Board (see next section in Student Handbook), qualified students may receive transfer credit from study abroad programs sponsored by other accredited institutions.

Information regarding individual programs in all disciplines and all countries may be found in Carnegie Lounge. Deadlines apply. For questions about selecting a program, requirements, procedures, application forms, deadlines, and financial aid, contact Jan Miller, Study Abroad Coordinator, Carnegie 104 (ext. 5231).

Approved Off-Campus Program

Approved Off-Campus Program is available only to students who have received approval from the Academic Appeals Board for a specific program or who are participating officially in an approved cooperative degree program. The length of such a program leave is the same as the length of the approved program. Students who take an Approved Off-Campus Program are assured readmission to the College. Individuals who receive such a leave are responsible for initiating the return process with the Dean of the College in a timely fashion, normally six weeks prior to the intended date of return. In order to be eligible for preregistration and room draw

privileges under the same conditions as currently enrolled students, students on an Approved Off-Campus Program must make the appropriate deposit in the Business Office by the required date. Students who are applying for programs from which transfer credit is anticipated must apply to the Academic Appeals Board for Approved Off-Campus Program Leave. Participants in ACM or Lake Forest College Off-Campus Programs normally do not need to apply.

Readmission to the College

Students seeking readmission must formally reapply through the Admissions Office indicating the semester for which they hope to return and describing their anticipated activities while away from campus. In cases of suspension for academic reasons, students are not eligible for readmission for at least six calendar months. In cases of suspension for disciplinary reasons, eligibility for readmission is stated at the time of dismissal. Readmission is possible only once.

SECTION VIII: GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973. It has five objectives:

1. To provide formal ways in which student, faculty, and staff voices can be expressed and heard in matters relating to the governance of the College
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels
3. To provide a structure to make matters of cocurricular activities a concern of students, faculty, and staff
4. To develop a form of governance that will not encroach on the primary functions of students, faculty, and staff
5. To establish clarity of authority, responsibility, jurisdiction, and accountability

ARTICLE I: COLLEGE POLICIES AND PERSONNEL

A. College Council

1. Purpose:
   Provides a forum for the College's constituencies to discuss and deliberate about matters of importance to the College community. Considers and makes recommendations to the President and/or other officers of the College about issues that fall within its purview and refers other matters to the appropriate organ(s) of the College.
2. Duties:
   a. Participates in the development of the College's annual operating and capital budgets, advising the President on budget priorities and later reviewing and recommending adjustments to a preliminary budget devised and presented to the Council by the administration.

      The Council shall schedule a special meeting for mid-June to advise the President on the size of the faculty, should he or she envision the necessity of decreasing the size of the faculty during the following two years. The quorum for this meeting is at least three faculty members (one from each division) and at least three other voting members. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet quorum requirements; the President of the Student Government will appoint a student representative; and the most recent former staff member(s) available will be designated as replacements.

   b. Serves as the organ of governance that promotes and monitors on-going planning at the College.

      At the beginning of each academic year, the Council considers a proposal from the administration on institutional priorities for the year, based on the then-existing strategic plan, and recommends in writing adjustments to that proposal. After considering these recommendations and presenting a follow-up proposal to the Board of Trustees, the President disseminates to the campus community a statement on institutional planning priorities for the year.

When the timetable for the existing strategic plan is expiring, or earlier if deemed necessary, the Council will initiate the development of a new plan, recommending to the President the appointment of a task force charged for that purpose.

c. Considers specific problems and concerns brought to the Council, or to any of its members, by a student or faculty or staff member of the College. The Council then places a specific item on its agenda for deliberation if four voting members so request, except that those matters explicitly under the purview of other organs of the governance should be referred to those bodies for consideration by them. The Council may request to be kept informed about the result of deliberations on issues so referred.

d. Supervises and promotes the effective operation of all organs of College Governance, acting as a court of appeals in cases in which a substantial number of students, faculty, or staff contend that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its role.

e. Acts on amendments to the Governance Constitution (Article VII, Part B) and forwards them to the President.

3. Composition:

a. Three faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least one of these members must be untenured and at least one tenured.

b. Three students: the President of Student Government and two other students, elected by the student body to serve one-year terms.

c. Three staff members: including at least one non-exempt employee and at least one exempt employee, all elected by the full-time staff of the College in rotation for staggered three-year terms. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of this balloting and elected service. Staff who report directly to the President are not eligible for election.)

d. The President, who chairs the Council.

e. Guests: Through the President, the Council may invite guests to attend its meetings, in order to assist with the performance of the Council duties; for example, the budget, strategic planning, and other matters deemed appropriate.

4. Procedures:

a. The Council will not ordinarily meet without the President. In case of emergency, it can be called into session and will be chaired by the officer of the College designated to act for the President in his or her absence or incapacity.

b. The President votes only in order to break a tie.

B. Faculty Personnel Policies Committee

1. Duties:

a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.

b. Advises the President on specific cases of promotion and tenure, through its Promotion and Tenure Subcommittee.

c. Advises the President on faculty appointments.

d. Meets with the two student representatives to the Academic Resources and Review and Curricular Policies committees at least twice a year and considers with them the general policy guidelines established for appointments, promotion, and tenure.

e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.

f. Appoints faculty members to the College Life Committee.

g. Recommends faculty members for election to trustee committees. In making these recommendations, the Faculty Personnel Policies Committee should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.

h. Consults with the Dean on the appointment or reappointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.

i. Advises the President on specific applications for leaves.

j. Recommends faculty members for appointment to the Conduct Board and the Drug and Alcohol Hearing Board.

2. Composition:

a. The Dean of the Faculty, who is also a member of the Promotion and Tenure Subcommittee.

b. Six faculty members to be elected as follows:

(1) Promotion and Tenure Subcommittee: three full professors with tenure (one to be elected each year), nominated and elected by the faculty at large to serve three-year terms. If the three-year term is fulfilled, the member will not be eligible for reelection to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for reelection for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.

(2) Should it occur that no untenured faculty member is serving on the Faculty Personnel Policies Committee or elected to it, the member elected in that year (or if two are elected, the one chosen by the smaller number) shall be disqualified and a special election held in which untenured faculty shall nominate and all voting faculty shall vote to elect a nontenured faculty member to the Committee.

c. All eligible members of the standing Governance committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the Faculty Personnel Policies Committee). If elected, the person must resign from his or her former committee.

d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent available former Promotion and Tenure Subcommittee member should participate instead.

e. The Committee shall elect its own chairperson.

C. Environmental Issues and Concerns Advisory Committee

1. Duties:

a. Consider and recommend policies and procedures on issues relating to the College's efforts to be an ecologically sound campus.

b. Develop and implement educational programs and workshops for the College community, promoting awareness of the national and local issues affecting the status of the environment.

c. Assist in the identification and correction of actions or policies that have an adverse effect on the environment.

d. Monitor and audit the College's recycling efforts, making recommendations for improvement where necessary.

2. Composition:

a. Two faculty representatives on the recommendation of the Faculty Personnel Policies Committee, one of whom shall be in the Science Division.

b. A representative from the Dean of the College Office.

c. Three students (two to be elected by the student body at large, one appointed by the Executive Committee).

d. The Director of Facilities Management.

3. Procedures:

a. The committee shall elect its own chairperson.

b. All recommendations of the committee are sent to the President who may act on those recommendations within his or her authority and pass on any other recommendations to other appropriate administrative offices.

D. Enrollment Committee

1. Duties:

a. Review at the beginning of every semester the data on enrollment, including admissions of new students and retention of previously admitted students, and financial aid awarded to students.

b. Solicit and evaluate ideas and concerns from the campus community regarding the recruitment and retention of an appropriate student body, including proposals from administrative offices for significant policy changes.

c. Select a set of ideas and concerns for study and for possible action during the current semester.

d. Make specific recommendations for action regarding those ideas and concerns to the appropriate administrative officers and governance committees and make a report to the President and College Council by the last day of classes each semester.

2. Composition:

a. Three faculty members recommended by the Faculty Personnel Policies Committee, serving three years each on a staggered basis.

b. Two students, recommended by the Executive Committee of Student Government.

c. The Dean of the College, the Director of Admissions, the Director of Institutional Research, and the Director of Financial Aid or their designees.

3. Procedures:

a. The committee will be chaired by the faculty member with the most continuous committee seniority.

b. Preliminary data on admissions, retention, and financial aid results for the current semester will be given to the chair of the committee by the Admissions Office, Registrar's Office, Financial Aid Office, and Dean of the College Office within two weeks of the beginning of the semester. Complete detailed reports must be presented within one month of the start of the semester. It is expected that proposals from administrative offices for significant policy changes will normally be brought to the committee's attention the semester prior to their planned implementation.

c. The President shall send the committee a response each semester to the recommendations of the previous semester.

ARTICLE II: ACADEMIC LIFE

A. Academic Advisory Committees to Departments and Interdisciplinary Programs

1. Duties include advising departments and major committees on:

a. curriculum

b. appointments

c. department policies, procedures, and activities

d. academic honesty

2. Composition:

Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of the Faculty to maintain in the Dean's Office an accurate list of the members of the committees. In the case of departments or programs not offering a major (for example, religion) three students shall be elected at a meeting

of all students taking courses in these departments or participating in these programs.

3. Procedures:

a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Curricular Policies Committee.

b. A meeting of the department or interdisciplinary committee with its Advisory Committee shall take place at least twice a year.

c. The student chairperson or department may call a meeting.

B. Academic Resources and Review Committee

1. Purpose:

Provides a forum for the consideration of the allocation of academic personnel resources and for the assessment of student learning and the performance of academic units and makes recommendations to the President, the deans, the faculty, and committees as relevant.

2. Duties:

a. Annually considers the distribution of faculty personnel resources among departments and programs within the College, based upon relevant data and a written proposal from the Dean of the Faculty, and makes a recommendation to the President.

b. In conjunction with the Dean of the Faculty, conducts scheduled curricular reviews of academic departments and programs and triennial reviews of the Learning and Teaching Center, Library and Information Technology Office, Writing Center, and Theatre Program. Makes recommendations to the Curricular Policies Committee about curricular changes in academic departments and interdisciplinary programs.

c. Oversees the College's assessment process for student learning.

3. Composition:

a. Four full-time faculty members: one from each of the academic divisions and one at large, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least two of these faculty members must be tenured, and no two of them may be from the same academic department.

b. Two students: for one-year terms, one elected by and from members of departmental Academic Advisory Committees and one appointed from the Executive Committee by its General Assembly. Each student must have a minimum cumulative GPA of a 2.0 at the time of the election.

c. The Dean of the Faculty.

d. The Committee shall elect its own chairperson. The chairperson shall be a faculty member.

4. Special Procedures:

Should the President recommend a reduction in faculty size during the two years following, the Committee shall schedule a special annual meeting for June, to occur after the relevant meeting of the College Council. The quorum for this meeting is at least three faculty members (one from each division) and at least one student. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet the quorum requirements, and the President of Student Government will appoint a student representative.

C. Curricular Policies Committee

1. Purpose:

Discusses and formulates curricular policies and procedures and exercises oversight of curricular changes.

2. Duties:

a. Oversees the general education requirements of the College, including their implemen-

tation and proposed changes in requirements.

b. Reviews recommendations for curricular changes in academic departments and interdisciplinary programs.

c. Reviews proposals for new courses.

d. Oversees the academic calendar.

e. Oversees academic advising.

f. Oversees the Freshman Studies Program and the Richter Scholars Program.

g. Establishes new policies for the Academic Appeals Board as required and clarifies the intent of academic policies and rules at the request of the Board.

h. Establishes methods for regular student evaluation of courses.

3. Composition:

a. Three full-time faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms.

b. Two students: for one-year terms, one appointed from the Executive Committee by its General Assembly, one elected by and from the members of departmental Academic Advisory Committees. Each student must have a cumulative GPA of 2.0 at the time of election.

c. The Dean of the Faculty.

d. The Dean of the College.

e. The Committee shall elect its own chairperson and secretary. The chairperson shall be a faculty member.

4. Procedures:

a. The Committee's decisions about curricular policies will ordinarily take the form of recommendations to the faculty, to be considered at a faculty meeting. Decisions about minor procedural changes, guidelines for the general education curriculum, and specific course offerings will not be submitted to the faculty. In those matters in which the Committee has delegated to the Dean of the Faculty the exercise of discretionary authority in interpreting academic policy, he or she will inform the Committee of such exercise.

b. The Committee establishes guidelines for courses that fulfill the general education requirements, annually reviews and approves such courses for the next academic year, and monitors the functioning of general education curriculum.

c. Recommendations for curricular changes by departments or interdisciplinary programs must be submitted to the Curricular Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program, in which case the matter is placed on the Committee's agenda for discussion and action. Curricular changes to which the Committee has given automatic approval will not be submitted to the faculty.

d. Minor calendar changes are proposed by the administration, discussed with College Council, and reviewed and approved by the Curricular Policies Committee. Major changes are also submitted by the Curricular Policies Committee for consideration at a faculty meeting.

D. Academic Appeals Board

1. Duties:

a. Rules on cases in which students appeal the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.

b. Considers and acts on cases and appeals of academic suspension and dismissal.

c. In extraordinary cases the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.

d. Reports in detail to the Curricular Policies Committee at least once per term.

e. It is not the responsibility of the Academic Appeals Board to reconsider the judgments of either the Academic Honesty Judicial Board or the departmental review committees constituted to hear grade appeals.

2. Composition:

a. Three faculty members, appointed by the President on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.

b. The Dean of the Faculty and the Registrar serve as non-voting members. The Registrar serves as secretary of the Board.

c. The Dean of the College, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

3. Procedures:

a. Students must present their appeals in writing with supporting evidence to the secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can be used only to clarify points made in the written appeal.

b. The Board shall give a written reply to students, informing them of the grounds for its decision.

c. The secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

ARTICLE III: STUDENT LIFE

A. College Life Committee

1. Purpose:

Provides a forum for the College's constituencies to consider issues related to College life and makes recommendations to the Dean of the College.

2. Duties:

a. Considers and recommends policies and programs concerning health, food, housing, counseling services, career planning, campus activities, athletics, social and recreational activities (including those that involve the use of alcohol), and athletic and recreational facilities.

b. Mediates and suggests courses of action when problems arise with the Stentor and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the ongoing success of the publication.

3. Composition:

a. Four students: for one-year terms, three to be elected by the student body as a whole, and one to be appointed at-large by the Executive Committee of the General Assembly.

b. The Vice President of the General Assembly, who will serve as chair and vote only in a tie.

c. The Dean of the College, who will not vote.

d. The Director of Leadership and Community Involvement.

e. One faculty member: to be appointed by the Faculty Personnel Policies Committee from among academic departments for a two-year term.

f. Two members of the staff, appointed by the President, for staggered two-year terms. At

least one of these members must be from the full-time coaching staff. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of these appointments.)

4. Procedures:
   a. All recommendations of the committee are sent to the Dean of the College, who may act on those recommendations within his or her authority and pass on any other recommendations to the President or other appropriate administrative officer or committee.

ARTICLE IV: STUDENT GOVERNMENT

Student Government will have at least the two following governing bodies: a General Assembly and an Executive Committee. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

A. General Assembly

1. Duties:
   a. The General Assembly shall have the right to veto a recommendation of the College Life Committee by a two-thirds vote. It shall further have the right to veto a decision of the Executive Committee by a majority vote.
   b. The Assembly shall elect three of its members to serve on the Executive Committee.
2. Composition:
   a. The delegates, who shall be elected on a representative basis from student constituents.
   b. A representative from the Dean of the College Office, who shall be an observer.

B. Executive Committee

1. Duties:
   a. Administers the affairs of Student Government.
   b. Allocates the student budget.
   c. Recommends students to the President of the College to serve on governance and trustee committees.
   d. Makes student appointments.
   e. Reports its actions to the General Assembly.
2. Composition:
   a. The President, Vice President, Treasurer, and Secretary of the Student Government.
   b. Three representatives elected from the General Assembly.
   c. One student appointed by the Student Government President.
   d. A representative of the Dean of the College Office (ex officio).

ARTICLE V: COMMUNICATION

A. **Minutes of each governance committee**, with the exception of the Academic Appeals Board and the Academic Advisory Committees, are to be distributed in each case to those groups formally represented by the membership of the committee, as follows. Minutes shall be distributed to faculty and staff via electronic mail. Minutes shall be distributed to students via delivery of paper copies to Leadership and Community Involvement (for posting), Student Government officers, and head residents (for posting). Paper copies of all minutes shall be distributed to the President, the Dean of the Faculty, the Dean of the College, the library reserve section, and the College archives, and any regularly published student newspaper, as well as to any member of the faculty or staff who indicates a strong desire to receive paper copies. Minutes for each committee shall be distributed by paper copy to its own members. It shall be the responsibility of the secretary of each committee to arrange for distribution of the minutes through the President's office.

B. **Each governance committee chairperson is responsible for:**

1. Preparing the agenda for meetings
2. Ensuring the prompt distribution of appropriate minutes
3. Calling meetings and notifying members

C. **Dissemination**

1. The Librarian shall keep complete files of all committee minutes.
2. The Leadership and Community Involvement Office shall post the minutes and reports of all committees in Commons.
3. The Office of the President shall maintain an up-to-date copy of the Governance system.
4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
   a. Committee and Student Government meetings, agenda, reports, and decisions
   b. Campus events
   c. Statements by the President and other administrative officials

D. Reporting

Additional reports from committees may be requested for the faculty and/or staff by the President of the College or for students by the President of Student Government.

E. Registration

All student organizations that identify themselves as Lake Forest College groups must register with the Leadership and Community Involvement Office.

ARTICLE VI: GENERAL PROCEDURES

A. Governance Committee Nomination and Election Details

1. Number of votes per voter on nomination ballots:

   Voting faculty will be allowed to vote for up to 10 percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to 3 candidates.

2. Eligibility for service on governance committee:

   All voting faculty expected to be on campus in the year following the election are eligible for nomination and election to governance committees.

3. Number of candidates to appear on election ballot:
   a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.
   b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.
4. Elections to fill long- and short-term positions:

   The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.

5. Person(s) elected but unable to serve:

   The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.

6. Election to the College Council, the Faculty Personnel Policies Committee, the Curricular Policies Committee, or the Academic Resources and Review Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).
7. A faculty member on half-year leave is ineligible for service on a committee for the year of

the leave. A faculty member on sabbatical or other approved leave during the second year of a three-year term will serve the third year of the term.

8. Voting eligibility:

   Those persons with voting privileges as defined in the Faculty Handbook are eligible to vote in Governance elections and run for Governance positions.

B. Elections

1. Faculty elections shall take place, in order, as follows:

   a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee

      No later than the second week of spring term the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.

   b. Academic Resources and Review Committee

      No later than the fourth week of spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Academic Resources and Review Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division. Following the divisional elections, an at-large member shall be nominated and elected by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

   c. Curricular Policies Committee

      No later than the fourth week of spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Curricular Policies Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.

   d. College Council

      No later than the sixth week of spring term, the Dean of the Faculty shall circulate to the faculty in the division in which the three-year term vacancy occurs a list of the faculty members, in that same division, and who are therefore eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Individuals who have faculty status, but not faculty rank, will not vote in these nominations and elections, but rather in the staff electoral process for College Council.

   e. The Remaining Members of the Faculty Personnel Policies Committee

      No later than the eighth week of spring term, the Dean of the Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

   f. After completing three consecutive years of service on elected governance committees, a faculty member may exempt himself or herself from further such service for a period of one year.

2. Procedures for Student Elections

   a. No later than the end of the seventh week in the spring term, all nominations by petition for President, Vice President, Treasurer, and Secretary of Student Government must be presented to the Dean of the College, who shall then prepare the ballot.

   Elections for positions in Student Government must be held no later than the thirteenth week of the spring term.

   b. No later than the fourth week in the spring term, the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.

   c. All nominations by petition for the student vacancies on the College Life Committee, College Council, and Environmental Issues and Concerns Advisory Committee must be submitted to the Dean of the College no later than the ninth week of the spring term.

   d. No later than the ninth week of the spring term, the Dean of the College (with the assistance of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:

      Two students to the College Council

      Three students to the College Life Committee

      Two students to the Environmental Issues and Concerns Committee

   e. No later than the second week of the fall term, the Dean of the Faculty (with the assistance of the Dean of the College) shall conduct an election among members of the Academic Advisory Committees for the following positions:

      One student to the Academic Resources and Review Committee

      One student to the Curricular Policies Committee

   f. No later than the second week of the fall term, the Dean of the College (with the assistance of the Student Government officers) shall arrange for elections to be held for delegates to the General Assembly of the Student Government.

   g. No later than the eleventh week of the spring term, the Executive Committee of the General Assembly shall appoint from among the members of General Assembly:

      One student to the Academic Resources and Review Committee

      One student to the Curricular Policies Committee

      And the Executive Committee shall appoint, from among the student body, one student to the College Life Committee.

   h. Nominations or appointment to the College Council, Academic Resources and Review Committee, the Curricular Policies Committee, or the College Life Committee shall make a student ineligible for nomination or appointment to another of these committees.

   i. All nomination petitions must consist of at least 25 full-time-student signatures.

   j. Terms of office

      1. The President, Vice President, Treasurer, and Secretary of Student Government, elected no later than the thirteenth week of the spring term, shall take office following Commencement.
      2. The time between the Student Government elections and Commencement shall serve as a transitional period, at the end of which the new Student Government officers shall assume their duties.
      3. Delegates to the General Assembly and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for reelection or reappointment.
      4. The Student Government President and Vice President shall serve as ex-officio members of the College Council and College Life Committee consistent with their elected terms of office.
      5. The Academic Advisory Committees shall serve from the time of their election in the spring term until the following year's election.

   k. Each student elected to service on a governance committee must have a minimum cumulative GPA of 2.0 at the time of the election.

   l. Voting eligibility

1. Each full-time student may cast one vote for each position on the ballot.
2. Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.

3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I	II	III
English	Economics &	Biology
Art	Business	Chemistry
Foreign Languages	Education	Mathematics &
Music	Politics	Computer Science
Philosophy	History	Physics
Religion	Sociology & Anthropology	Psychology

4. Procedures for Staff Elections

College Council: On or about the summer solstice, the chief personnel officer of the College shall circulate to the full-time staff (including those staff with faculty status but not rank) a list of staff eligible for election to College Council. (See Article I, Part A, Section 3c.)

a. Eligibility for service on College Council: Voting staff expected to be on campus in the academic year following the election are eligible for service.

b. Voting eligibility: Those persons with voting privileges as defined by the Staff Handbook are eligible to vote.

c. Number of votes per voter: Voting staff will be allowed to vote for up to five candidates among those eligible for election.

d. Elections to fill long- and short-term positions: The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second-highest number of votes will fill the short-term (replacement) position.

e. Persons elected but unable to serve: The runner-up will serve for one year in the event that the individual elected cannot serve. A staff member on half-year leave is ineligible for service on a committee for the year of the leave. A staff member on leave during the second year of a three-year term will serve the third year of the term.

f. Exemption from service: After completing three consecutive years of service on elected governance committees, a staff member may exempt himself or herself from further such service for a period of one year by notifying the chief personnel officer of that intent.

C. Vacancies

1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance, it shall ensure that the vacancy is filled (within two weeks' time) as follows:

   a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)

   b. Should a vacancy occur in an elected student position on a governance committee, the Student Government Executive Committee shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.

2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the Faculty Personnel Policies Committee or the Executive Committee of Student Government to recommend respective faculty or student appointees.

3. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.

4. Subcommittees

   a. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.

   b. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.

5. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.

6. The Dean of the College Office is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.

7. The Dean of the Faculty is responsible for conducting all student elections to the Academic Advisory Committees.

8. The President is an ex-officio member of all committees.

9. Campus Governance Institute: The Campus Governance Institute on Leadership will meet periodically during each academic year to foster effective participation by individuals (including students, faculty, staff, and administrators) holding appointive and elective office. Attendance is voluntary and all meetings are public. The Institute has no legislative or executive authority, existing solely for the purposes of providing orientation and ongoing training for participants in the governance system. The President of the College will appoint a director of the Institute for a two-year period of service.

ARTICLE VII: RATIFICATION AND AMENDMENT PROCEDURE

A. Ratification

1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.

2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of the College.

3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.

4. The Dean of the College shall announce the result of the faculty and student votes simultaneously.

B. Amendments

1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If 10 percent of the students or faculty or staff by petition maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.

2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.

3. Amendments can also be proposed by petition signed by one-third of the students or faculty or staff. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.

4. Amendments shall be deemed ratified if they receive the vote of two-thirds of the full-time students voting on the amendment and two-thirds of the faculty voting on the amendment and two-thirds of the staff voting on the amendment.

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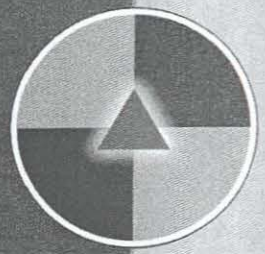

A COMPASS FOR CAMPUS™

PLANNING FOR PERSONAL SUCCESS

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PREMIER™
A SCHOOL SPECIALTY® COMPANY

D DISCOVER

P PLAN

A ACT

FACT
A day only has 24 hours.

FACT
You need at least 7-9 hours to sleep. You also need time to eat and relax. Your time is valuable. Unless you have the proverbial memory of an elephant, you will not remember everything you need to do today, tomorrow, next month . . . Use this planner and get organized. Read the next few pages to discover how to make the most of it!

Successful students set goals to achieve ... WHAT MATTERS MOST®

Discover WHAT MATTERS MOST®

Examples: *family, independence, your fraternity or sorority, a successful career . . .*

Feeling in control starts at square one. Discover who you are. What do you value most? How do you make choices? What does your future hold? What is truly important?

Plan WHAT MATTERS MOST®

Example: *Talk to my academic advisor before November 1st.*

Time for the next step. Where do you want to be? What do you need to do to get there? Set some goals. Plan your month. Plan your week. Make it challenging . . . but be realistic!

Act UPON WHAT MATTERS MOST®

Example: *Do research for English essay today.*

Ready for some action? Plan your day. List and prioritize your tasks - important things first. Think about your purpose, roles and goals. And . . . make it happen!

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DISCOVER WHAT MATTERS MOST®

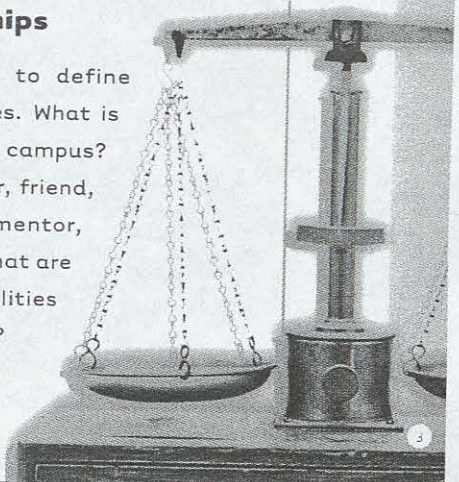
To discover what matters most, take three steps: begin with identifying your personal values. Next, determine your key roles and relationships. Then, reflect on your mission, your purpose, your hopes and dreams.

Your personal values

This is where it all starts. What is important to you? What do you value in others? How would you like to be remembered? Make a list! Then, prioritize your values and write a statement clarifying the meaning of each value for you personally. Examples of personal values: honesty, humor, patience, integrity, respect, spirituality, or fitness.

Your roles and relationships

Take a few minutes to define some of your key roles. What is your role at home? On campus? Who are you: a partner, friend, roommate, parent, mentor, learner, advisor . . . What are some of the responsibilities that go with each role?



Your mission

Your mission is your unique purpose. It's what gives your life direction. Writing your own **mission statement** will take some deep reflection on who you are and what you would like to accomplish. Completing the phrases below will help you get started:

Some of the most important things in my life are:

My greatest moments of happiness and fulfillment are:

Some of my dreams are:

I am motivated by and passionate about:

My natural gifts, talents, strengths, and abilities include:

In five years, I will be:

Get started! Go to **www.premieragendas/hed/student/mission.php.** Your mission statement is constantly evolving. Revisit it regularly.

PLAN WHAT MATTERS MOST

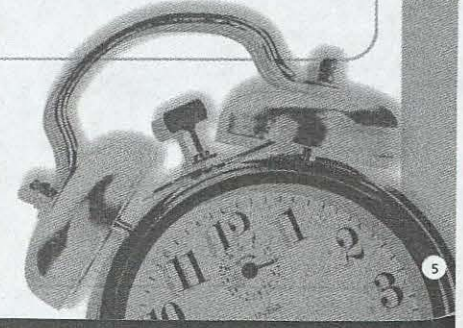
Plan what matters most. Set some goals! Goals are the concrete expression of what's most important to you. They help you focus your efforts. They break down a dream into specific, achievable tasks. Make your dreams come true . . .

SET GOALS, BUT REMEMBER TO MAKE THEM *SMART:*

			EXAMPLES:
S	**SPECIFIC**	Specific goals state exactly what you want to accomplish. They are not vague or confusing, but clear and concise!	*I want to buy a used computer.*
M	**MEASURABLE**	Measurable goals state what you want and when you want it. They enable you to measure your progress at any point along the way.	*I will save enough money to buy it before the next semester.*
A	**ACTION-ORIENTED**	Action-oriented goals indicate how they will be achieved. They specify what you need to do to reach your goals.	*I will set aside $25 each week.*
R	**REALISTIC**	Realistic goals are possible. They are attainable, considering the resources and constraints relative to your situation.	*I can afford to save this money.*
T	**TIMELY**	Timely goals allow reasonable time to achieve them, but not so much time that you lose focus or motivation. Timely goals have a specific deadline.	*I will achieve my goal by the end of this semester.*

"A goal is a dream with a deadline."

ANONYMOUS



Before you start planning, let's look at how you spend your time . . .

THE TIME MATRIX™

How do you spend your time? Think of your daily activities. How do you decide what to do first? The four quadrants of the Time Matrix help you categorize activities in terms of two keywords: important and urgent.

Important – Goals. Values. Activities that contribute toward your mission.

Urgent – Tasks that call for immediate attention.

Focusing on activities in quadrant 2 (important, not urgent) will help you improve your personal effectiveness.

EXAMPLES

	URGENT	NOT URGENT
IMPORTANT	**1 IMPORTANT URGENT** ► Exam tomorrow ► Pay phone bill today ► Project due today ► Roommate becomes ill	**2 IMPORTANT NOT URGENT** ► Date with friend ► Essay due in 30 days ► Call home ► Visit with academic advisor
NOT IMPORTANT	**3 NOT IMPORTANT URGENT** ► Ringing phone ► Unnecessary work ► Trivial questions ► Interruptions	**4 NOT IMPORTANT NOT URGENT** ► Procrastination ► Too much TV ► Excessive Web surfing ► Reading comic strips

FIRST THINGS FIRST™

- Spend time on important things before they become urgent (Q2).
- Don't be ruled by urgency. Never avoid important work because of merely urgent tasks.
- Do important things early. Waiting until they're urgent just increases your stress level.
- After classes, review what work needs to be completed.
- Prioritize your tasks. Complete them in that order.

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LONG-RANGE GOALS

"Things which matter most must never be at the mercy of things which matter least."

GOETHE

Long-range goals are the ***basic basics***™ of planning. They are the concrete expression of your values and mission in your daily actions. Long-range goals can be personal, academic or work-related. Whatever they are, setting goals can help you achieve them.

WHEN SETTING YOUR LONG-RANGE GOALS:

1. Remember to review what matters most to you.
2. Make sure you set ***SMART*** goals (p. 5).
3. Use the monthly planning pages to record your goals.
4. Record academic goals on the project planning or goal setting pages (p. 14-21).

MAKE IT EASY ON YOURSELF!

Break down your goals into small, intermediate tasks and work toward them one step at a time:

1. List and prioritize the intermediate steps required to complete the goals.
2. Assign a timeline to each step.
3. Determine the tasks associated with completion of each step.
4. Schedule individual tasks on the monthly and weekly pages of your planner.

MONTHLY GOALS / LONG-RANGE PLANNING

History Project (due 11/3): Complete the project at least one week before the due date so I have time to review. I will:
- make a rough outline of all the steps (10/17)
- set aside at least three hours each week

Ready to achieve your goals? Start planning ...

WEEKLY PLANNING

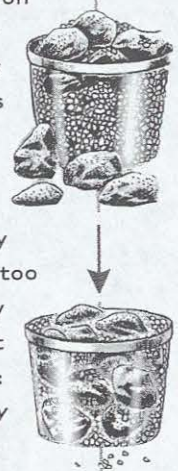
Use your weekly planning pages to record your weekly goals. Do it right at the beginning of the week. This will help you stay focused and accomplish your most important tasks. Make the weekly planning process your ...

Habit for Success:

1. Review your values, roles, and mission. These determine ***What Matters Most***®!
2. Evaluate last week's choices. Were they in line with your values and priorities?
3. Check your monthly pages and review your long-range goals.
4. Schedule your weekly goals.

Remember . . .

Weekly goals are not typical daily action or "to do" items. They are your priorities, your ***"big rocks"*** for the upcoming week. Weekly goals include activities such as relationship building, personal development, preparation: activities that are directly related to what matters most to you. Choose only a few big rocks for each week. Setting too many weekly goals limits your ability to focus and accomplish what you set out to do. Examples of weekly goals: *finish the Aztec report, talk to my academic advisor, go for a run at least three times this week, take Suzanne out for dinner, call home.*



"First plan the big rocks, then schedule the pebbles."

ACT UPON WHAT MATTERS MOST

This is where it all comes together. You turned your dreams into goals ... your goals into plans . . . The next step? Make it happen!

DAILY PLANNING

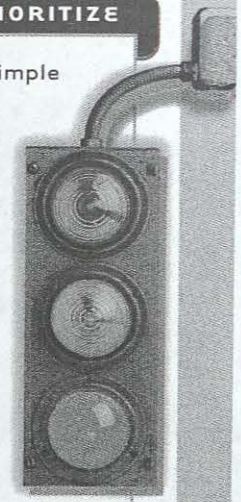
Daily planning allows you to prioritize your daily tasks and stay focused. Follow these steps to plan your day:

1. Review the previous day for any unfinished activities.
2. List your things to do for today. Be realistic!
3. Prioritize your tasks, giving each an A, B or C value.
4. Number each task to determine the order in which they will be completed.
5. Act upon your plan!

PRIORITIZE

Plan carefully! Prioritizing your tasks is a simple way of helping you focus on what matters most. For each of your tasks decide whether they are:

- (A) **Vital** — Your big rocks! Extremely important tasks that affect your weekly goals and must be done today.
- (B) **Important** — Important tasks that must be done soon. Examples: projects, class preparation, buying a birthday gift for a friend, and other time-driven (urgent) activities or personal priorities.
- (C) **Optional** — Or ... trivial. Examples include getting a haircut, a visit to the mall, or reorganizing your bookshelves. Do these when you have some extra time.



HOW TO BEAT PROCRASTINATION

- Don't wait to do the important tasks. Start now!
- Reward yourself when you complete a task.
- Work with and encourage others. Let them encourage you.
- Be in control. Just let the phone ring!

"Never put off till tomorrow that which you can do today." BENJAMIN FRANKLIN

Preparing for Class

- Do the assigned reading well in advance.
- Before class, take a few minutes to refresh your knowledge and review your notes from the previous class.

Reading Textbooks

- Survey the text for headings, keywords, or summaries.
- Estimate the amount of time needed to read the entire section.
- Plan to read a specific number of pages in a limited time period.
- Underline key ideas and write notes during your actual reading.
- Don't be afraid to write notes or draw arrows directly in your textbook.
- Recite the material to yourself; know what you have read.

CRITICAL THINKING:

Think Abstract! Look for key ideas, patterns, and recurring principles.

Think Creative! Find new possibilities or alternative solutions: brainstorm.

Think Objective! Distinguish between facts and opinions: what's true?

Think Precise! Organize your ideas: be clear.

Taking Notes

- Be an active listener.
- Don't write down everything.
- Listen for and record main ideas and supporting facts.
- Leave sufficient white space to allow you to add notes later on.

Remembering

- After class, quickly review your notes.
- Add explanatory notes or highlight important facts.
- Recite your notes to yourself, or teach the material to a friend.
- Apply what you're learning as soon as possible.

Studying for an Exam

- Ask your instructor what type of test it will be (essay, multiple choice).
- How long will the exam last, and how will it be graded?
- Study regularly throughout the course.
- Set up a study schedule and review all materials well before the test.
- Write out likely questions and answer them.
- Form a study group, discuss views, and quiz your partners.
- Get enough rest the night before the exam.

TAKING A MULTIPLE CHOICE TEST

- Read each question carefully.
- Before looking at the possible answers, form an answer in your mind.
- Read each possible answer carefully before making a choice.
- Watch for words such as *always, never, only,* or *except.*
- Don't change your initial answer unless you're absolutely certain it's wrong.

TAKING AN ESSAY EXAM

- Survey the entire exam and note the questions that are easy for you.
- Estimate how much time you have to answer each question.
- Answer easier questions first to build your confidence.
- Read questions several times to ensure you understand what is being asked.
- Underline keywords such as *analyze, discuss, define,* or *describe.*
- Take a few moments to brainstorm and create a rough outline.
- Support each major idea with specific examples and detailed information.
- Remember to begin each answer with an introduction.
- Conclude by briefly summing up your answer.

PLANNING YOUR STUDIES

- Talk to an academic advisor and explore your areas of interest. One of these could become your major!
- Make a list of all your required and elective courses.
- Obtain a future course schedule from your faculty.
- Use your future planning pages (p. 22,23) to plan your courses.
- Revise your plan any time courses or requirements change.

SEMESTER/QUARTER

TIME | CLASS/LOCATION

MON

TUE

WED

THU

FRI

INSTRUCTORS / T.A.S

NAME

PHONE HRS.

E-MAIL

NAME

PHONE HRS.

E-MAIL

NAME

PHONE HRS.

E-MAIL

SEMESTER/QUARTER

TIME | CLASS/LOCATION

MON

TUE

WED

THU

FRI

INSTRUCTORS / T.A.S

NAME

PHONE HRS.

E-MAIL

NAME

PHONE HRS.

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SEMESTER/QUARTER

TIME | CLASS/LOCATION

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NAME

PHONE HRS.

E-MAIL

NAME

PHONE HRS.

E-MAIL

NAME

PHONE HRS.

E-MAIL

SEMESTER/QUARTER

TIME | CLASS/LOCATION

MON

TUE

WED

THU

FRI

INSTRUCTORS / T.A.S

NAME

PHONE HRS.

E-MAIL

NAME

PHONE HRS.

E-MAIL

NAME

PHONE HRS.

E-MAIL

PROJECT

CLASS | DUE DATE | COMPLETION DATE

REQUIREMENTS/ DESCRIPTION

INFORMATION NEEDED FOR PROJECT | LOCATION/SOURCES

INTERMEDIATE STEPS | COMPLETION DATE

NOTES

PROJECT PLANNING

PROJECT

CLASS | DUE DATE | COMPLETION DATE

REQUIREMENTS/ DESCRIPTION

INFORMATION NEEDED FOR PROJECT | LOCATION/SOURCES

INTERMEDIATE STEPS | COMPLETION DATE

NOTES

PROJECT

CLASS | DUE DATE | COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT | LOCATION/SOURCES

INTERMEDIATE STEPS | COMPLETION DATE

NOTES

PROJECT PLANNING

PROJECT

CLASS | DUE DATE | COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT | LOCATION/SOURCES

INTERMEDIATE STEPS | COMPLETION DATE

NOTES

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

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COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

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COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

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COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

CLASS SCHEDULE

Most colleges and universities offer future class schedules. Obtain a copy of this schedule and list all the classes you might take in the left-hand column. Plan a tentative schedule in the center column. The right-hand column is used to record your actual schedule. As you complete the classes, record the date completed and the grade received on your Graduation Requirements Form (see p.24).

SEMESTER 1 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

SEMESTER 2 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

CLASS SCHEDULE

SEMESTER 3 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

SEMESTER 4 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

GRADUATION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS	DATE/GRADE

PREREQUISITES FOR MAJOR	DATE/GRADE

REQUIREMENTS FOR MAJOR	DATE/GRADE

ELECTIVES	DATE/GRADE

GENERAL EDUCATION REQUIREMENTS	DATE/GRADE

PREREQUISITES FOR MINOR	DATE/GRADE

REQUIREMENTS FOR MINOR	DATE/GRADE

ELECTIVES	DATE/GRADE

FINANCIAL AID

TRACKING AND MAINTAINING

FINANCIAL AID INFORMATION

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

Thinking about career planning? ... Think about your community!

Your community is one of your best resources for information on careers, finances, etc. See your academic advisor or counselor. Get informed!

Success doesn't happen by itself. Make a plan! Chart your course! The sooner you start, the sooner you will begin to achieve your goals. This guide will help you explore your career possibilities and give you some tips on reaching your destination. Enjoy the trip!

1 ASSESS YOURSELF

Employers are looking for certain skills and attitudes

Think about it:

- What interests and skills have you developed?
- What do you like best: working with people, things, or ideas?
- What goals and values have you set for yourself?

2 EXPLORE POSSIBILITIES

Interested in a few careers?

Check them out:

- Search the Web.
- Check them out firsthand by volunteering or working part-time.
- Get to know what they are all about through talking to people in a specific field, observing them at work, or visiting professional meetings. Network.
- Find out about internships, summer jobs, and other options.

Note: don't base important decisions on only one experience. Give everything a fair trial, and keep your options open.

3 INFORM YOURSELF

Investigate a variety of career paths

Know the facts:

- What qualifications are required?
- Is there room for personal and professional growth?
- Are there jobs open now?
- What's the projected growth?
- What are the working conditions?

The more knowledge you have about a chosen career, the better your decision will be.

4 PREPARE YOURSELF

Get ready. Prepare your job hunting tools

- Create a résumé and cover letter.
- Contact people for references.
- Investigate companies that interest you (check the library).

Being prepared will boost your confidence for the next stage.

5 PRESENT YOURSELF

Make yourself stand out!

ON PAPER:

- Prepare a great résumé.
- Create a cover letter for each company.

IN PERSON:

- Check the interview tips on the next few pages.

Components of an effective résumé:

1. ***Identification:*** Full name, mailing address, telephone number.
2. ***Objective:*** Describe the kind of job you are looking for; be specific.
3. ***Education:*** School name, (expected) graduation date, GPA; special recognition for projects or awards received.
4. ***Experience:*** Describe jobs by listing name of company, job title, dates employed and duties performed. Include volunteer experiences and internships. Sometimes it is preferable to group jobs by category (such as "teaching experience").
5. ***Skills:*** List basic skills and abilities as well as any special skills you may have (more suitable when you don't have much experience).
6. ***Organizations:*** Memberships and offices held in clubs show your ability to assume responsibility and work with other people.
7. ***Personal Interests:*** List any hobbies and personal interests to help give a more rounded picture of yourself, as well as to provide conversation topics during the interview.
8. ***References:*** State that references are available upon request, or list the names and phone numbers of three or four professionals who would be glad to recommend you (make sure you get their permission first).

Preparing a professional cover letter

1. A good cover letter presents yourself: it connects your skills and experiences with specific job requirements.
2. Be sure to include the exact name and title of the person responsible for hiring.

How to complete an application form:

Fact: 75% of the applications most companies receive are messy, incomplete, completed incorrectly, or all three of these.

- Read carefully and follow directions.
- Use a black ink ballpoint pen (unless indicated otherwise).
- Do a rough copy first and correct errors before completing the actual copy.
- Answer all questions: if a question does not apply to you, write 'n/a' (not applicable) or write 'will explain during interview.'
- Be positive; do not volunteer negative experiences.
- Be honest.

How to conduct yourself in the job interview:

- Introduce yourself and be prepared to shake hands (do it firmly).
- Be well groomed, neat and clean, but don't be overdressed for the occasion.
- Listen carefully to the interviewer and answer all questions fully and honestly.
- Show your energy and enthusiasm for the job, but don't overdo it.
- Never be late for an interview. If there's some emergency situation that arises, contact the employer to explain.
- Take some deep breaths before the interview and relax yourself, physically as well as mentally. This will make you more alert during the interview.

Check our website at **www.premieragendas.com/hed** for examples of a resume and cover letter.

To be successful you will need many skills in the world of work. Here are a few that employers consistently say are capabilities they seek in applicants.

COMMUNICATION SKILLS

- Listen to understand others' meaning and perspective.
- Speak clearly and communicate your ideas with confidence.
- Read to gather information quickly and efficiently.
- Write clearly and effectively, keeping in mind order and structure.

THINKING SKILLS

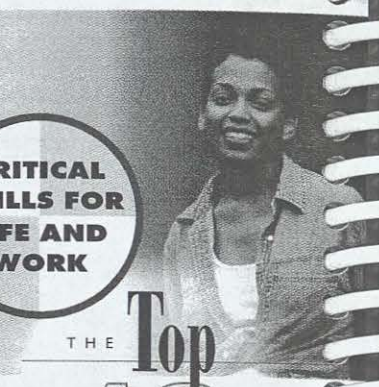
- Think critically and evaluate situations, choices, and solutions.
- Use logic effectively in planning and problem-solving.
- Know the principles of mathematics and apply them to business purposes.
- Understand and use technology, computers, and information systems.
- Seek out and apply knowledge: research information from diverse sources.

PERSONAL QUALITIES

- Be honest, have a high degree of personal integrity and responsibility.
- Have a positive attitude, along with confidence and self-esteem.
- Be hard-working, persistent, and determined.
- Show initiative and energy.
- Demonstrate track record of setting and meeting goals.
- Possess the ability to manage time and resources efficiently.
- Understand how to set priorities and plan accordingly.
- Demonstrate accountability.
- Adapt to change ... commit to life-long learning.
- Respect diversity and difference.
- Be creative: seek new and innovative solutions.

INTERPERSONAL/TEAMWORK SKILLS

- Respect others' ideas and positions.
- Show ability to work cooperatively with team members.
- Understand and commit to corporate goals.
- Seek to develop and improve teamwork.
- Demonstrate leadership qualities.



CRITICAL SKILLS FOR LIFE AND WORK

THE Top 10

1. ANALYTICAL THINKING
2. RESEARCHING
3. ORGANIZING
4. SPEAKING
5. WRITING
6. TEAMWORK
7. MATHEMATICAL AND SCIENTIFIC REASONING
8. PERSONAL INTEGRITY
9. TECHNOLOGY SKILLS
10. CAREER PLANNING

UNITS OF MEASUREMENT

Metric system

mm	millimeter	.001 m
cm	centimeter	.01 m
dm	decimeter	.1 m
m	meter	1 m
dam	decameter	10 m
hm	hectometer	100 m
km	kilometer	1000 m

Note: Prefixes also apply to L (liter) and g (gram). Canadian preferred spelling: metre, litre.

English system

1 foot (ft)	= 12 inches (in) 1'=12"
1 yard (yd)	= 3 feet
1 mile (mi)	= 1760 yards
1 sq. foot	= 144 sq. inches
1 sq. yard	= 9 sq. feet
1 acre	= 4840 sq. yards = 43560 ft^2
1 sq. mile	= 640 acres
1 tablespoon (T)	= 3 teaspoons (t)
1 cup (c)	= 16 tablespoons
1 pint (pt)	= 2 cups
1 quart (qt)	= 2 pints
1 gallon (gal)	= 4 quarts
16 ounces (oz)	= 1 pound (lb)
1 ton	= 2000 pounds

CONVERSIONS

LENGTH / AREA

to go from	to	multiply by	to go from	to	multiply by
cm	in	0.3937	mi	km	1.609
in	cm	2.54	m^2	ft^2	10.76
m	ft	3.2808	ft^2	m^2	0.0929
ft	m	0.3048	km^2	mi^2	0.3861
km	mi	0.6214	mi^2	km^2	2.59

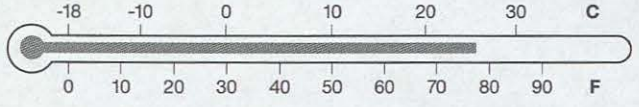
WEIGHT / CAPACITY

to go from	to	multiply by	to go from	to	multiply by
g	oz	0.0353	T	t	0.9072
oz	g	28.35	ml	fl oz	0.0338
kg	lb	2.2046	fl oz	ml	29.575
lb	kg	0.4536	L	gal	0.2642
t	T	1.1023	gal	L	3.785

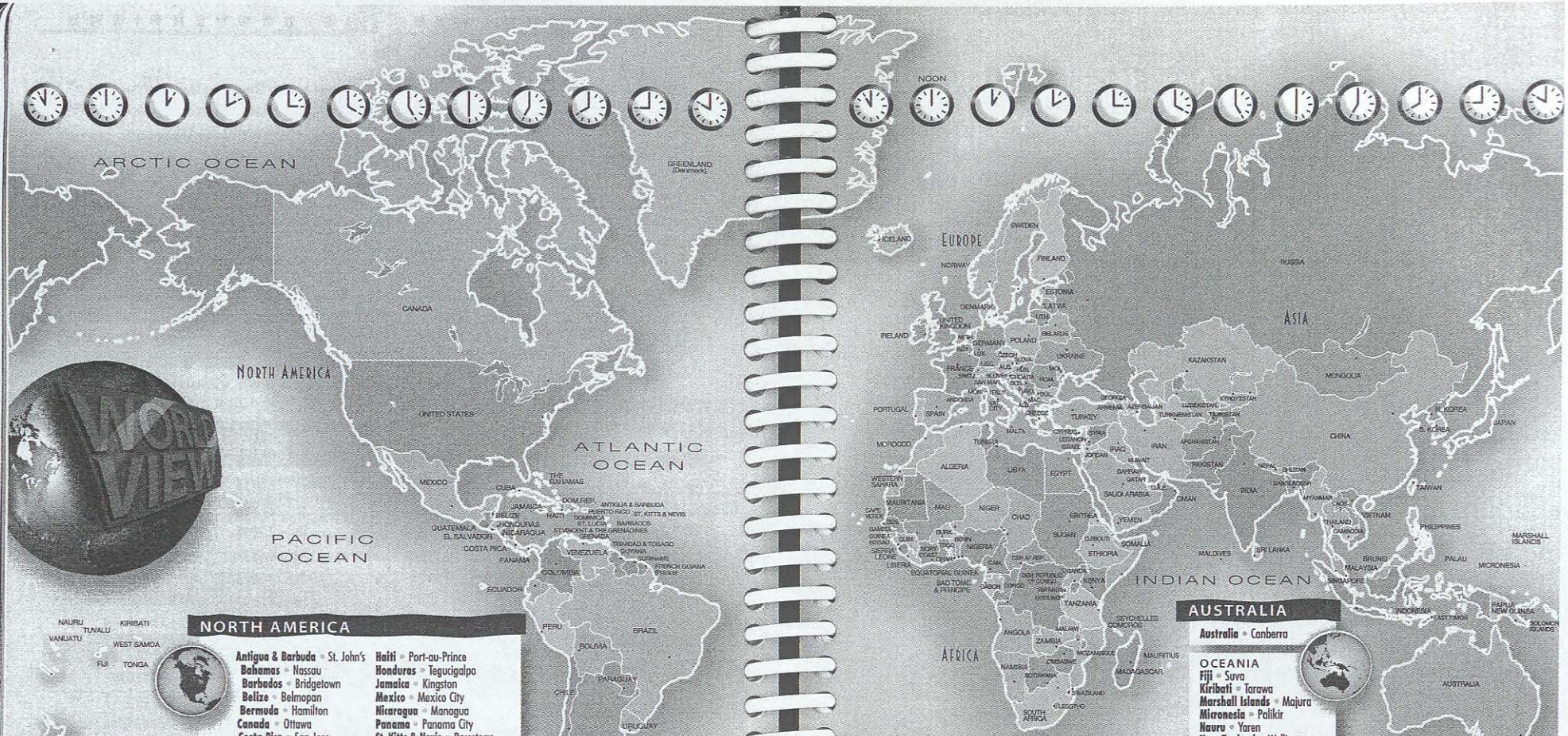
Common Units used with the International System

UNITS OF MEAS.	ABBREV.	RELATION	UNITS OF MEAS.	ABBREV.	RELATION
meter	m	length	degree Celsius	°C	temperature
hectare	ha	area	kelvin	K	thermodynamic temp.
tonne	t	mass	pascal	Pa	pressure, stress
kilogram	kg	mass	joule	J	energy, work
nautical mile	M	distance (navigation)	newton	N	force
knot	kn	speed (navigation)	watt	W	power, radiant flux
liter	L	volume or capacity	ampere	A	electric current
second	s	time	volt	V	electric potential
hertz	Hz	frequency	ohm	Ω	electric resistance
candela	cd	luminous intensity	coulomb	C	electric charge

Temperature



°C → °F: n x 1.8; add 32 °F → °C: (n-32) x 0.555



NORTH AMERICA

Antigua & Barbuda • St. John's
Bahamas • Nassau
Barbados • Bridgetown
Belize • Belmopan
Bermuda • Hamilton
Canada • Ottawa
Costa Rica • San Jose
Cuba • Havana
Dominica • Roseau
Dominican Rep. • Santo Domingo
El Salvador • San Salvador
Grenada • St. George's
Guatemala • Guatemala City
Haiti • Port-au-Prince
Honduras • Tegucigalpa
Jamaica • Kingston
Mexico • Mexico City
Nicaragua • Managua
Panama • Panama City
St. Kitts & Nevis • Basseterre
St. Lucia • Castries
St.Vincent & the Grenadines • Kingstown
Trinidad & Tobago • Port-of-Spain
U.S.A. • Washington D.C.

ASIA

Afghanistan • Kabul
Armenia • Yerevan
Azerbaijan • Baku
Bahrain • Manama
Bangladesh • Dhaka
Bhutan • Thimphu
Brunei • Bandar Seri Begawan
Cambodia • Phnom Penh
China • Beijing
Cyprus • Nicosia
East Timor • Dili
Georgia • Tbilisi
India • New Delhi
Indonesia • Jakarta
Iran • Tehran
Iraq • Baghdad
Israel • Jerusalem
Japan • Tokyo
Jordan • Amman
Kazakstan • Almaty
Korea North • Pyongyang
Korea South • Seoul
Kuwait • Kuwait
Kyrgyzstan • Bishkek
Laos • Vientiane
Lebanon • Beirut
Malaysia • Kuala Lumpur
Maldives • Male
Mongolia • Ulan Bator
Myanmar • Yangon
Nepal • Kathmandu
Oman • Muscat
Pakistan • Islamabad
Philippines • Manila
Qatar • Doha
Russia • Moscow
Saudi Arabia • Riyadh
Singapore • Singapore
Sri Lanka • Colombo
Syria • Damascus
Taiwan • Taipei
Tajikistan • Dushanbe
Thailand • Bangkok
Turkey • Ankara
Turkmenistan • Ashkhabad
United Arab Emir. • Abu Dhabi
Uzbekistan • Tashkent
Vietnam • Hanoi
Yemen • Sanaa

SOUTH AMERICA

Argentina • Buenos Aires
Bolivia • Sucre
Brazil • Brasilia
Chile • Santiago
Colombia • Bogota
Ecuador • Quito
Guyana • Georgetown
Paraguay • Asuncion
Peru • Lima
Suriname • Paramaribo
Uruguay • Montevideo
Venezuela • Caracas

ANTARCTICA

EUROPE

Albania • Tirana
Andorra • Andorra la Vella
Austria • Vienna
Belarus • Minsk
Belgium • Brussels
Bosnia & Herzegovina • Sarajevo
Bulgaria • Sofia
Croatia • Zagreb
Czech Republic • Prague
Denmark • Copenhagen
Estonia • Tallinn
Finland • Helsinki
France • Paris
Germany • Berlin
Greece • Athens
Hungary • Budapest
Iceland • Reykjavik
Ireland • Dublin
Italy • Rome
Latvia • Riga
Liechtenstein • Vaduz
Lithuania • Vilnius
Luxembourg • Luxembourg
Macedonia • Skopje
Malta • Valletta
Moldova • Kishinev
Monaco • Monaco
Netherlands • Amsterdam
Norway • Oslo
Poland • Warsaw
Portugal • Lisbon
Romania • Bucharest
Russia • Moscow
San Marino • San Marino
Slovakia • Bratislava
Slovenia • Ljubljana
Spain • Madrid
Sweden • Stockholm
Switzerland • Bern
Ukraine • Kiev
United Kingdom • London
Vatican City • Vatican City
Yugoslavia • Belgrade

AUSTRALIA

Australia • Canberra

OCEANIA

Fiji • Suva
Kiribati • Tarawa
Marshall Islands • Majura
Micronesia • Palikir
Nauru • Yaren
New Zealand • Wellington
Palau • Koror
Pap. N. Guinea • Port Moresby
Solomon Islands • Honiara
Tonga • Nuku'alofa
Tuvalu • Funafuti
Vanuatu • Vila
Western Samoa • Apia

AFRICA

Algeria • Algiers
Angola • Luanda
Benin • Porto-Novo
Botswana • Gaborone
Burkina Faso • Ouagadougou
Burundi • Bujumbura
Cameroon • Yaounde
Cape Verde • Praia
Central African Rep. • Bangui
Chad • N'Djamena
Comoros • Moroni
Congo • Brazzaville
Dem. Rep. of Congo • Kinshasa
Djibouti • Djibouti
Egypt • Cairo
Equatorial Guinea • Malabo
Eritrea • Asmara
Ethiopia • Addis Ababa
Gabon • Libreville
Gambia • Banjul
Ghana • Accra
Guinea • Conakry
Guinea-Bissau • Bissau
Ivory Coast • Abidjan
Kenya • Nairobi
Lesotho • Maseru
Liberia • Monrovia
Libya • Tripoli
Madagascar • Antananarivo
Malawi • Lilongwe
Mali • Bamako
Mauritania • Nouakchott
Mauritius • Port Louis
Morocco • Rabat
Mozambique • Maputo
Namibia • Windhoek
Niger • Niamey
Nigeria • Abuja
Rwanda • Kigali
Sao Tome & Principe • Sao Tome
Senegal • Dakar
Seychelles • Victoria
Sierra Leone • Freetown
Somalia • Mogadishu
South Africa • Pretoria
Sudan • Khartoum
Swaziland • Mbabane
Tanzania • Dodoma
Togo • Lome
Tunisia • Tunis
Uganda • Kampala
Zambia • Lusaka
Zimbabwe • Harare

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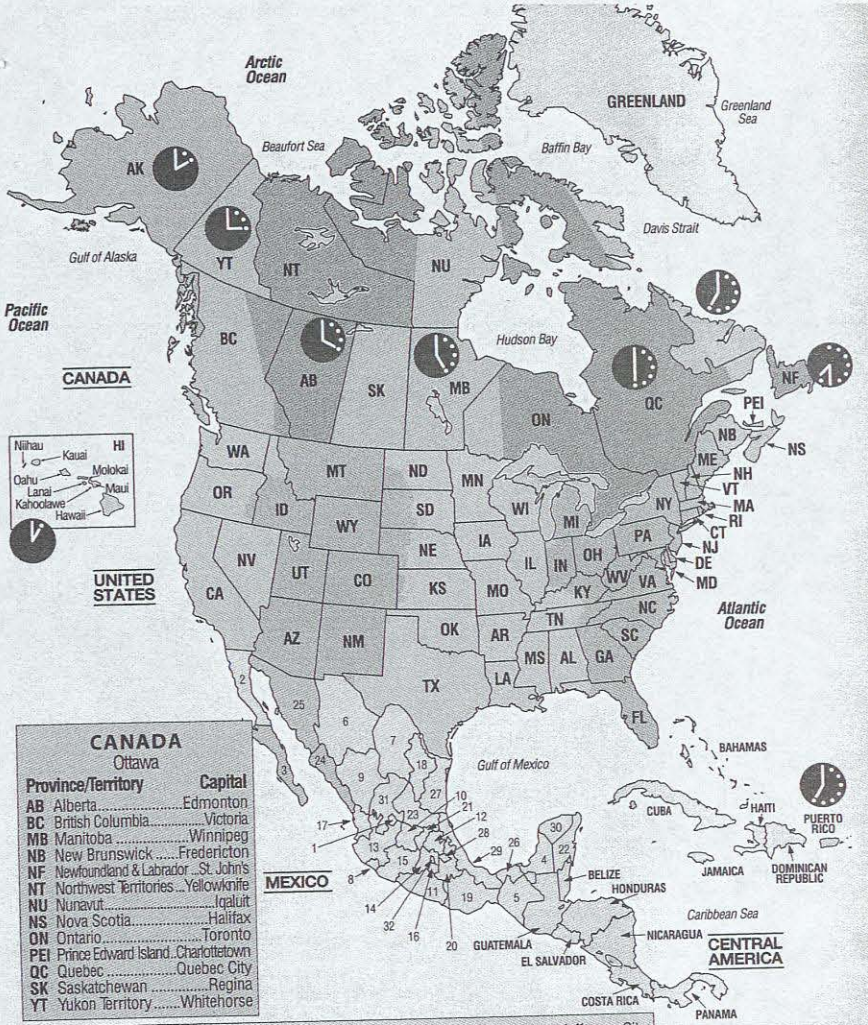


CANADA

Ottawa

	Province/Territory	Capital
AB	Alberta	Edmonton
BC	British Columbia	Victoria
MB	Manitoba	Winnipeg
NB	New Brunswick	Fredericton
NF	Newfoundland & Labrador	St. John's
NT	Northwest Territories	Yellowknife
NU	Nunavut	Iqaluit
NS	Nova Scotia	Halifax
ON	Ontario	Toronto
PEI	Prince Edward Island	Charlottetown
QC	Quebec	Quebec City
SK	Saskatchewan	Regina
YT	Yukon Territory	Whitehorse

UNITED STATES

Washington, D.C.

	State	Capital
AL	Alabama	Montgomery
AK	Alaska	Juneau
AZ	Arizona	Phoenix
AR	Arkansas	Little Rock
CA	California	Sacramento
CO	Colorado	Denver
CT	Connecticut	Hartford
DE	Delaware	Dover
FL	Florida	Tallahassee
GA	Georgia	Atlanta
HI	Hawaii	Honolulu
ID	Idaho	Boise
IL	Illinois	Springfield
IN	Indiana	Indianapolis
IA	Iowa	Des Moines
KS	Kansas	Topeka
KY	Kentucky	Frankfort
LA	Louisiana	Baton Rouge
ME	Maine	Augusta
MD	Maryland	Annapolis
MA	Massachusetts	Boston
MI	Michigan	Lansing
MN	Minnesota	St. Paul
MS	Mississippi	Jackson
MO	Missouri	Jefferson City
MT	Montana	Helena
NE	Nebraska	Lincoln
NV	Nevada	Carson City
NH	New Hampshire	Concord
NJ	New Jersey	Trenton
NM	New Mexico	Santa Fe
NY	New York	Albany
NC	North Carolina	Raleigh
ND	North Dakota	Bismarck
OH	Ohio	Columbus
OK	Oklahoma	Oklahoma City
OR	Oregon	Salem
PA	Pennsylvania	Harrisburg
RI	Rhode Island	Providence
SC	South Carolina	Columbia
SD	South Dakota	Pierre
TN	Tennessee	Nashville
TX	Texas	Austin
UT	Utah	Salt Lake City
VT	Vermont	Montpelier
VA	Virginia	Richmond
WA	Washington	Olympia
WV	West Virginia	Charleston
WI	Wisconsin	Madison
WY	Wyoming	Cheyenne
PR	Puerto Rico	San Juan

MEXICO

Mexico City

	State	Capital
1	Aguascalientes	Aguascalientes
2	Baja California	Mexicali
3	Baja California Sur	La Paz
4	Campeche	Campeche
5	Chiapas	Tuxtla Gutiérrez
6	Chihuahua	Chihuahua
7	Coahuila	Saltillo
8	Colima	Colima
9	Durango	Durango
10	Guanajuato	Guanajuato
11	Guerrero	Chilpancingo
12	Hidalgo	Pachuca
13	Jalisco	Guadalajara
14	Mexico	Toluca
15	Michoacan	Morelia
16	Morelos	Cuernavaca
17	Nayarit	Tepic
18	Nuevo León	Monterrey
19	Oaxaca	Oaxaca
20	Puebla	Puebla
21	Querétaro	Querétaro
22	Quintana Roo	Chetumal
23	San Luis Potosi	San Luis Potosi
24	Sinaloa	Culiacán
25	Sonora	Hermosillo
26	Tabasco	Villahermosa
27	Tamaulipas	Ciudad Victoria
28	Tlaxcala	Tlaxcala
29	Veracruz	Jalapa
30	Yucatán	Mérida
31	Zacatecas	Zacatecas
32	Federal District	Mexico City

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5 CIVIC HOLIDAY (Can.)	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER · 02

solitude

LIVING WELL

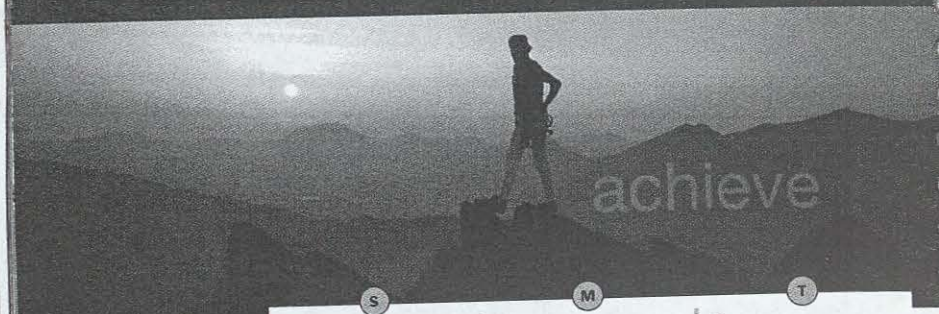
Bowmen bend their bows when they wish to shoot; unbrace them when the shooting is over. Were they kept always strung they would break and fail the archer in time of need. So it is with men. If they give themselves constantly to serious work, and never indulge awhile in pastime or sport, they lose their senses and become mad.

HERODOTUS

MONTHLY GOALS / LONG-RANGE PLANNING

S	M	T	W	T	F	S
1	2 LABOR DAY (USA) LABOUR DAY (Can.)	3	4	5	6	7 ROSH HASHANAH
8	9	10	11	12	13	14
15	16 YOM KIPPUR	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

OCTOBER · 02



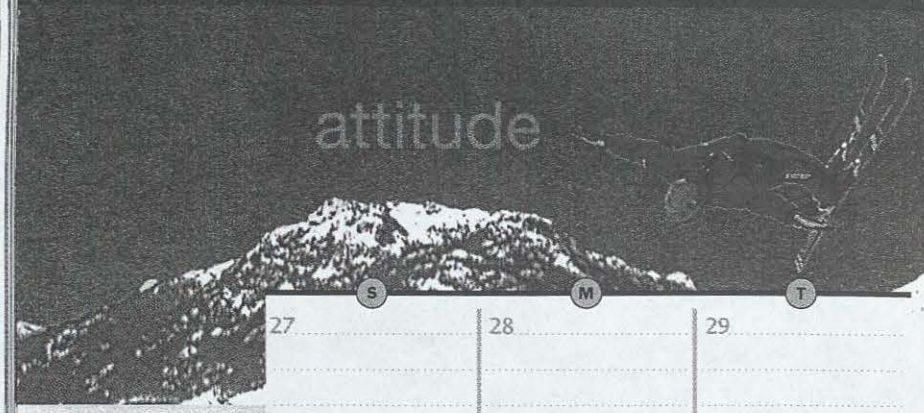
LIVING WELL

Stairs: use 'em. Moving sidewalks: beat 'em. Chase your dog; run for fun. Anything that moves your limbs is not only a fitness tool, but it also helps to relieve stress. You don't have to buy the expensive gym membership or the latest fitness fads to stay in shape. Every little bit helps.

MONTHLY GOALS / LONG-RANGE PLANNING

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14 COLUMBUS DAY (USA) THANKSGIVING DAY (Can.)	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

NOVEMBER · 02



LIVING WELL

Are you "stressed" or just being "stretched"? Decide how you're going to act without letting your emotions rule. The research is in and there's a definitive connection between living well and having a cheerful, positive outlook on life. You choose how you are going to act each day. Make the choice of less stress and more happiness.

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 VETERANS' DAY (USA) REMEMBRANCE DAY (Can.)	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 THANKSGIVING DAY (USA)	29	30 HANUKKAH

MONTHLY GOALS / LONG-RANGE PLANNING

DECEMBER · 02

LIVING WELL

***Appetite Queller.** Nothing does the job better than a good swig of water. At a recommended daily intake of 64 ounces - four pints - you may need to look into getting a couple of water bottles but the benefits make sense. Water is cheap and easy to find. Water fills you up with no (long-term) weight gain. Water flushes out your system and keeps your cheeks rosy. Drink up.*

MONTHLY GOALS / LONG-RANGE PLANNING

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 CHRISTMAS DAY	26 BOXING DAY (Can.)	27	28
29	30	31	1	2	3	4

motivation

LIVING WELL

Stick to your resolutions. Here's how:

1. Cheer yourself on. Congratulate yourself each time to make a step toward your goal.

2. Don't beat yourself up if you take a step back. Regroup and take another step ahead.

3. Stay clear of situations where you know you'll be tempted into your "old ways."

4. Make your resolution a promise to yourself rather than a test of your own willpower.

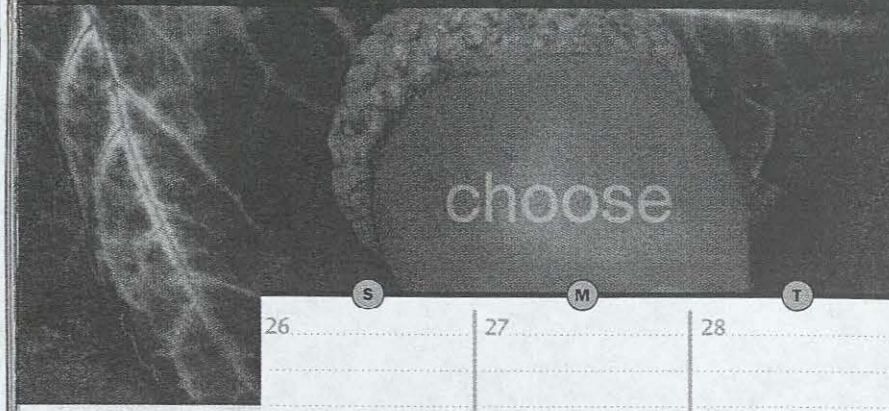
5. Make yourself some notes to remind you of your new year decisions. Write them in your planner, use a sticky note, tattoo them on your arm - whatever works. (Final hint: If you do go the tattoo route you may want to make it temporary.)

S	M	T
29	30	31
5	6	7
12	13	14
19	20 MARTIN LUTHER KING, JR. DAY (USA)	21
26	27	28

MONTHLY GOALS / LONG-RANGE PLANNING

W	T	F	S
1 NEW YEAR'S DAY	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1

FEBRUARY · 03



LIVING WELL

Stress is good? No one likes to be stressed out, but there are ways that you can use stress to your advantage. Whenever you start stressing, stop and take inventory of what you're doing that may be causing your body to react in this "negative" way. When you've gained some insight, make some positive changes in your life that will degenerate your instigators of stress.

MONTHLY GOALS / LONG-RANGE PLANNING

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 PRESIDENTS' DAY (USA)	18	19	20	21	22
23	24	25	26	27	28	1

LIVING WELL

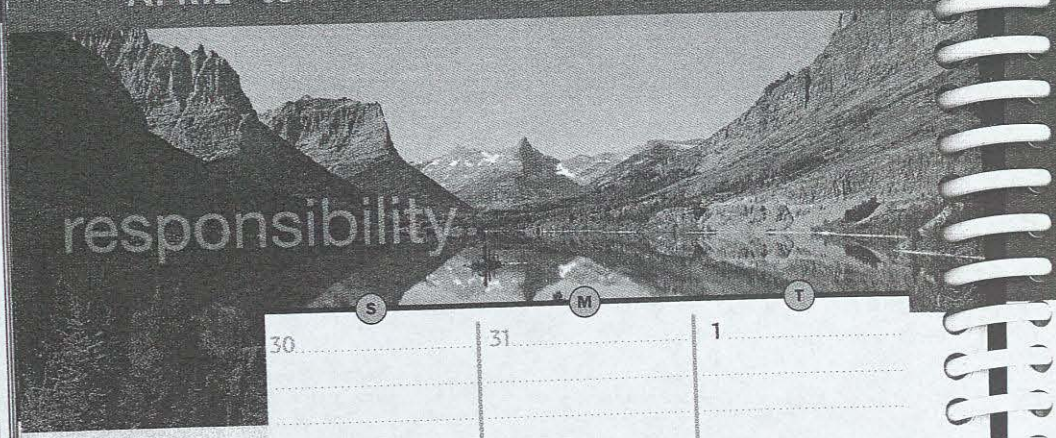
One can spend a lifetime assigning blame, finding the cause "out there" for all troubles that exist. Contrast this with the "responsible attitude" of confronting the situation, bad or good, and instead of asking, "What caused the trouble? Who was to blame?" asking "How can I handle this present situation to make the most of it? What can I salvage here?"

ABRAHAM MASLOW

MONTHLY GOALS / LONG-RANGE PLANNING

S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL · 03



responsibility

MONTHLY GOALS / LONG-RANGE PLANNING

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 PASSOVER	18 GOOD FRIDAY	19
20 EASTER	21	22	23	24	25	26
27	28	29	30	1	2	3

LIVING WELL

Think it through. Whether you live near mountains or plains, rivers, or an ocean, there is beauty and serenity near you that is worth preserving. How does nature affect you? Go on a hike and find out.

Are you going places or just being taken?

H.F. HEINRICHS

fulfillment

LIVING WELL

In general, mankind, since the improvement of cookery, eats twice as much as nature requires.

BENJAMIN FRANKLIN

If that was Franklin's mind in the late 1700's, what would he say now? With the food prep technology we enjoy 200 years later in addition to the artistry we take in recreating food (e.g., "fat free," "new and improved," "vitamins added"), should we ask ourselves a simple question: "It is all too much?"

MONTHLY GOALS / LONG-RANGE PLANNING

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11 MOTHER'S DAY	12	13	14	15	16	17
18	19 VICTORIA DAY (Can.)	20	21	22	23	24
25	26 MEMORIAL DAY (USA)	27	28	29	30	31

JUNE · 03

MONTHLY GOALS / LONG-RANGE PLANNING

LIVING WELL

I have walked with people whose eyes are full of light but who see nothing in sea or sky, nothing in streets, nothing in oaks. It were far better to sail forever in the night of blindness with sense, and feeling, and mind, than to be content with the mere act of seeing. The only lightless dark is the night of darkness in ignorance and insensibility.

HELEN KELLER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 FATHER'S DAY	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

JULY · 03

LIVING WELL

Your living is determined not so much by what life brings to you as by the attitude you bring to life; not so much by what happens to you as by the way your mind looks at what happens.

JOHN HOMER MILLER

S	M	T	W	T	F	S
29	30	1 CANADA DAY	2	3	4 INDEPENDENCE DAY	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

August · 03

LIVING WELL

There is a fountain of youth: it is your mind, your talents, the creativity you bring in your life and the lives of people you love.

SOPHIA LOREN

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4 CIVIC HOLIDAY (CAN.)	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

FUTURE PLANNING

SEPTEMBER • 2003

OCTOBER • 2003

NOVEMBER • 2003

DECEMBER • 2003

JANUARY • 2004

FEBRUARY • 2004

MARCH • 2004

APRIL • 2004

MAY • 2004

JUNE • 2004

WEDNESDAY
21
AUGUST

First Connection Pre-Orientation

THURSDAY
22

First Connection Pre-Orientation

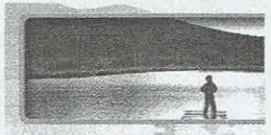
FRIDAY
23

First Connection Pre-Orientation

SATURDAY
24

Reflection: *How am I going to celebrate my successes this week?*

New Student Orientation
Tuition Payments Due - Freshman
Res. Halls open-new students 9am



The final forming of a person's character lies in their own hands.
ANNE FRANK

Lake Forest College

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	**26**	**27**	**28**	**29**	**30**	**31**

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

You will learn most effectively when you work hard and have fun at the same time.

SUNDAY **25**

New Student Orientation

MONDAY **26**

New Student Orientation

TUESDAY **27**

New Student Orientation
Residence Halls open returning students 9:30 am

WEDNESDAY **28**

New Student Orientation
Registration
Final Tuition Payment Due
Health Insurance Waivers Due

THURSDAY **29**

New Student Orientation
First Day of Classes
Chicago Alliance: "How to Use the eL Without Looking Like a Tourist" 6-7pm Meyer Auditorium
Poster Sale 10-6 Piersons Rooms

FRIDAY **30**

New Student Orientation
Poster Sale 10-5 Piersons Rooms
Involvement Fair, 11:30-1:30 Middle Campus
CEC Sponsors: Mega Flix & Freak Photos 11:30-2:30 & 4:30-7:30 Middle Campus
CEC Sponsors Drive-In Movie 9pm Middle Campus

Reflection: *Who are my role models? Why?*

SATURDAY **31**

New Student Orientation
Chicago Alliance: "Chicago eL Scavenger Hunt" meet @ commons 1pm $5
Trip to Great America-Sign-up LCI
Women's Soccer @ University of Chicago (scrimmage)
Cross Country @ Elmhurst Earlybird Invitational

Bad habits are like chains that are too light to feel until they are too heavy t carry.
WARREN BUFFET

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Find something of personal interest in every class you take.

SUNDAY 1

New Student Orientation

MONDAY 2

Labor Day

Classes Held

TUESDAY 3

Women's Tennis @ Benedictine University 3pm
Women's Soccer @ North Central College 6pm
Men's Soccer @ North Central College 8pm

WEDNESDAY 4

Social Host Training 7pm Pierson Rooms A & B
Women's Soccer host Concordia University 4:30

THURSDAY 5

Theatre: Garrick Players Open House 8-9om

FRIDAY 6

SATURDAY 7

Reflection: *Which positive contributions did I make this week ?*

NSO Community Service Day
Football host Concordia Univ 1:30
Volleyball @ Kendall College 9am
Women's Soccer @ Knox College
Men's Soccer @ Knox College
Women's Tennis @ Carthage
Cross Country @ St. Norbert College-Tom Barry Invititational

Rosh Hashanah

Doing more things faster is no substitute for doing the right things.
STEPHEN R. COVEY

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	**9**	**10**	**11**	**12**	**13**	**14**
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUCCESS TIP:

Who is responsible for you becoming an educated person? Look in the mirror.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **8**

Grandparents Day

MONDAY **9**

Leadership Series: Getting Involved on Campus 6pm-Piersons A&B
Women's Tennis @ North Central
Theatre: Auditions-Eulah 7-9pm

TUESDAY **10**

Volleyball @ Wheaton College 5pm, LFC vs. Carroll College 7:30pm
Theatre: Auditions-Eulah 7-9

WEDNESDAY **11**

Last day for permissable change of registration
Women's Soccer Host North Park University 4:30pm

THURSDAY **12**

Leadership Series: Recruitment & Training of New Members 7pm Pierson Rooms A & B

FRIDAY **13**

Volleyball @ Illinois Wesleyan University Classic

SATURDAY **14**

Reflection: *Would I take a stand for what I believe in?*

Football hosts Grinnel College 1:30p
Women's Tennis host Illinois College 11am
Volleyball @ Illinois Wesleyan
Chicago Alliance: "Volunteering at the "Wild Onion Urban Adventure"- @ commons 9am "Up, Up & Away- Visit to John Hancock Building@ commons 3pm - $5
Women's Soccer @ Lawrence
Men's Soccer @ Lawrence
Cross Country @ Concordia (WI)

Life is a succession of making choices and education will help you make wise ones.
MARY EMMA WOOLLEY

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	**16**	**17**	**18**	**19**	**20**	**21**
22	23	24	25	26	27	28
29	30					

SUCCESS TIP:

Work hard, be persistent, and pay attention to details.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 15

Yom Kippur (Sundown)

Men's Soccer hosts Dominican University 1pm

MONDAY 16

Yom Kippur

TUESDAY 17

Volleyball hosts University of Chicago 7pm

WEDNESDAY 18

Leadership Series: Forming a New Student Organization @ 12:00pm Pierson Room A

Men's Soccer hosts North Park 4:30pm

THURSDAY 19

CEC Sponsors Sex Signals 7:30pm @ Holt Chapel

Women's Tennis hosts Beloit 3pm

FRIDAY 20

Volleyball vs. North Central College 6pm, @ Benedictine Univ 8pm

Chicago Alliance: Field Museum Overnight Program-Leave 4pm

"Coffeehouse & Bookstore Crawl" - meet @ commons 6pm

Sukkot (Sundown)

SATURDAY 21

Reflection: *When am I feeling most -and truly- relaxed?*

On Campus Leadership Conference

Football @ Beloit College

Theatre: Improv Workshop w/Second City

Chicago Alliance: "Neighborhood Exploration: Lincoln Square - meet @ commons 2pm, dinner

Women's Soccer @ St. Norbert

Men's Soccer @ St. Norbert

Women's Tennis @ Monmouth

Cross Country @ UW Parkside

My great concern is not whether you have failed, but whether you are content with your failure.

ABRAHAM LINCOLN

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	**23**	**24**	**25**	**26**	**27**	**28**
29	30					

SUCCESS TIP:

Education is about cooperation, not competition. Join a serious study group.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **22**

Women's Tennis @ Knox College

MONDAY **23**

Blood Drive-Pierson Rooms 10-4

TUESDAY **24**

Homecoming Volleyball Tournament
7pm Sports Center
Women's Soccer @ University of Chicago 4pm

WEDNESDAY **25**

Homecoming Lip Sync Contest 9pm
Lily Reid Holt Memorial Chapel
Men's Soccer hosts Carroll College 4:30pm

THURSDAY **26**

Homecoming
Honors Convocation 4pm Chapel
Homecoming Student Talent Night 9pm Tent on Middle Campus
Volleyball host Dominican University 7pm

FRIDAY **27**

Homecoming & Reunion Weekend
Homecoming Lunchtime Activites 12pm Middle Campus
Bonfire,Coronation 9pm South Campus

Reflection: *How committed was I with my plans to reach my goals?*

SATURDAY **28**

Homecoming & Reunion Weekend
Parade 11:30 South Campus
Party/Band "Crash" 10pm Tent on Middle Campus
Women's Soccer host Carthage College 12pm
Football hosts Ripon College 1:30p
Men's Soccer hosts Carthage College 2pm
Volleyball MWC Crossover Tournament @ Beloit College

That which we obtain too easily, we esteem too lightly.
THOMAS PAINE

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Write down assignments, dates and times. Save your brains for important tasks - like thinking.

SUNDAY **29** *SEPTEMBER*

Homecoming & Reunion Weekend
Volleyball MWC Crossover Tournament @ Beloit College

MONDAY **30** *SEPTEMBER*

Semana Latina

TUESDAY **1**

Semana Latina

WEDNESDAY **2**

Semana Latina
Leadership Series: Incorporating Diversity Into Your Organization
6pm Pierson Room A

THURSDAY **3**

Semana Latina
Women's Soccer @ Aurora Univ

FRIDAY **4**

Semana Latina
Women's Tennis @ Ripon 3pm
ACM Minority Concerns Conference

Reflection: *What have I done to help others this week?*

SATURDAY **5**

Semana Latina
Volleyball host Forester Invite 10am
Football @ Monmouth College
Theatre: Workshop-Makeup Tech.
Chicago Alliance: "Museums That are Always Free" -meet @ commons 10am - Snack money
Men's Soccer hosts Benedictine University 2pm
Women's Tennis @ St. Norbert
Cross Country @ Loyola Invite
ACM-Minority Concerns Conference

It is neither wealth nor splendor; but tranquility and occupation which give happiness.
THOMAS JEFFERSON

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	**7**	**8**	**9**	**10**	**11**	**12**
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUCCESS TIP:

Establish a regular study routine. Study at the same time for the same duration at the same place.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **6**

Semana Latina
ACM Minority Concerns Conference

MONDAY **7**

Leadership Series: The Great Balancing Act 4pm Pierson A

TUESDAY **8**

Volleyball hosts Elmhurst College 7pm

WEDNESDAY **9**

Warning grade reports due
Women's Tennis @ Carroll 3pm

THURSDAY **10**

National Coming Out Day

FRIDAY **11**

Chorus & Orchestra Concert 7:30 "Tribute to Richard Rogers"
Volleyball @ Monmouth College
Women's Tennis MWC Conference Team Championship @ Rockford

SATURDAY **12**

Reflection: *Do I follow through on my promises?*

CEC Sponsors Murder Mystery Dinner 6pm
Football @ Knox College
Volleyball @ Illinois College
Women's Soccer @ Grinnell College
Men's Soccer @ Grinnell College
Women's Tennis MWC Conference Doubles Championship @ Madison, WI
Cross Country @ Carthage College Invitational

One who does not look ahead remains behind.
BRAZILIAN PROVERB

OCTOBER

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Use your minutes wisely! A tremendous amount of work can be done during small breaks.

SUNDAY 13

Women's Soccer hosts Beloit College 1pm
Men's Soccer hosts Beloit College 3pm
Lake Forest Lyrica presents Liber UnUsualis, a vocal trio 3pm
Women's Tennis MWC Conference Singles Championship @ Madison WI

MONDAY 14

Thanksgiving Day (Canada)

Columbus Day

Campus Visit Day
Spring Break Service Trip Applications Avail. LCI
Theatre: Auditions, Student Directed One-Acts 7-9pm

TUESDAY 15

Volleyball @ Carthage College
Theatre: Auditions, Student Directed One-Acts 7-9pm

Women's Soccer host Carroll College 4pm

WEDNESDAY 16

Boss' Day

THURSDAY 17

Volleyball hosts Knox College 7:30pm

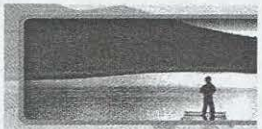
FRIDAY 18

Reflection: *Is my life in balance?*

Mid-Semester Break
Women's Soccer hosts Monmouth College 1pm
Football hosts Illinois College 1:30
Men's Soccer hosts Monmouth College 3pm
Cross Country host 4th Annual Forester Invitational 11am

SATURDAY 19

Sweetest Day



The nearest way to glory is to strive to be what you wish to be thought to be.
SOCRATES

Lake Forest College

OCTOBER

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SUCCESS TIP:

Communicate clearly, concisely, and courteously. Practice it; seek feedback!

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **20**

Mid-Semester Break
Women's Soccer hosts Illinois College 11am
Men's Soccer hosts Illinois College 1pm

MONDAY **21**

Mid-Semester Break

TUESDAY **22**

Mid-Semester Break

WEDNESDAY **23**

Men's Soccer hosts Aurora University 4pm

THURSDAY **24**

United Nations Day

Volleyball hosts Judson College 7:30pm

FRIDAY **25**

Volleyball @ UW Oshkosh

SATURDAY **26**

Reflection: *Did I accomplish all the things I wanted to do this week?*

Football @ Carroll College
Volleyball @ UW Oshkosh
Women's Soccer @ UW-Whitewater
Men's Soccer @ UW-Whitewater
Chicago Alliance: "All Ages Non-Alcoholic Blues Club" - meet @ commons 6pm - Snack money

Knowledge, if stored awa and not put into use, ma corrode in time.
EVA ARRINGTON

OCTOBER

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

With multiple choice questions, use a process of elimination. Cross off all wrong answers: the correct choice will be left.

SUNDAY 27

Daylight Savings Time Ends

MONDAY 28

Diversity Program 4pm, Chapel
Annual M/LS Dinner celebrating its 25th Anniversary

TUESDAY 29

Volleyball @ UW Whitewater

WEDNESDAY 30

Leadership Series: Website Development for Student Organizations 6pm Pierson A

THURSDAY 31

Halloween

Theatre: Eulah, World Premier by Claudia Allen 8:00pm

FRIDAY 1

Day of the Dead

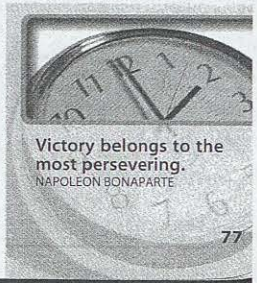
Family Weekend
Last day for approved withdrawl from a course with automatic "W"
Spring Break Service Trip Applications Due to LCI
Men's Hockey @ College of St. Scholastica
Theatre: Eulah, World Premier by Claudia Allen 8:00pm

NOVEMBER

SATURDAY 2

Reflection: *Am I in charge of my life?*

Family Wkend Senior/Alumni Day
Men Soccer host Ripon College 12p
Volleyball host Grinnell College 1pm
Football hosts Lawrence 1:30 pm
Women's Soccer hosts Ripon 2pm
Theatre: Eulah, Premier 2 & 8 pm
Chicago Alliance: "Neighborhood Exploration: Asia on the North & South Side- @ commons 2pm, bring dinner money.
Swimming & Diving @ Carthage
Cross Country @ St. Norbert
Men's Hockey @ UW Superior



NOVEMBER

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Trust: you build it slowly but can lose it quickly. Avoid losing the trust of friends - you may never get it back.

SUNDAY **3**

Family Weekend

MONDAY **4**

Diwali (East Indian New Year)

Native American Awareness Week

TUESDAY **5**

US Election Day

Native American Awareness Week

Native American Awareness Week

Ramadan

WEDNESDAY **6**

Native American Awareness Week
Theatre: Eulah, World Premier by Claudia Allen 8:00pm

THURSDAY **7**

Native American Awareness Week
Theatre: Eulah, World Premier by Claudia Allen 8:00pm
Women's Hockey @ Augsburg
Swimming & Diving hosts Benedictine University & Ripon College 6:30pm
Men's Hockey hosts UW-Eau Claire 7:30pm
Volleyball @ Knox College Midwest Conference Tournament
Women's Soccer Midwest Conference Tournament
Men's Soccer Midwest Conference Tournament

FRIDAY **8**

Reflection: *Do others see me as a can-do person?*

SATURDAY **9**

Native American Awareness Week
Swimming & Diving hosts Lawrence University 1pm
Men's Hockey hosts UW-Stevens Point 7:30pm
Theatre: Eulah, Premier 8pm
Women's Hockey @ Augsburg
Football @ St. Norbert College
Volleyball @ Knox College MWC Tournament
Women's Soccer MWCTournament
Men's Soccer MWC Tournament

He who does not hope to win has already lost.
JOSE JOAQUIN OLMEDO

NOVEMBER

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SUCCESS TIP:

Never neglect your health, either physical or mental. Never sacrifice health for any other advantage.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **10**

Women's Hockey @ Hamline

MONDAY **11**

Veterans' Day

Islamic Awareness Week
Campus Visit Day

TUESDAY **12**

Islamic Awareness Week
Concert: Mike Seeger, Chapel 8pm

WEDNESDAY **13**

Islamic Awareness Week
Leadership Series: How to Get Things Done-Being Assertive Even When You're Not Quite Sure 6pm Pierson A

THURSDAY **14**

Islamic Awareness Week

FRIDAY **15**

Islamic Awareness Week
Handball hosts IHA Womens Singles
Hockey hosts St. Olaf College 7:30pm
Chicago Alliance: "30 Plays in 60 Minutes by the Neo-Futurists" - meet @ commons 9pm- Bring money for snack

Reflection: *If I could plan my destiny, what would it look like?"*

SATURDAY **16**

Islamic Awareness Week
Chicago Alliance: "Painting the Town in Chicago (Art Galleries) meet @ commons 1pm-Snack
Handball hosts IHA Womens Singles
Men's Hockey hosts Gustavus Adolphus College 7:30pm
Women's Hockey @ Superior
Cross Country @ NCAA Div. III Midwest Reional Championships in St. Louis, MO

The greatest test of courage on earth is to bear defeat without losing heart.

ROBERT GREEN INGERSOLL

NOVEMBER

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SUCCESS TIP:

What's most important to do today? Do it first.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **17**

Islamic Awareness Week
Women's Hockey @ Superior

MONDAY **18**

Founders Scholarship Program I

TUESDAY **19**

WEDNESDAY **20**

Leadership Series: Putting Together A Successful New Member Education Program 6pm Pierson

THURSDAY **21**

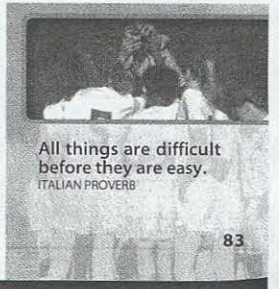
FRIDAY **22**

CEC Sponsors Comedian David Russo 9pm Holt Chapel
Handball hosts IHA Mens Contenders
Womens Basketball - Forester Tip-Off Tournament 6pm
LFC vs Macalester College 8pm
Womens Hockey hosts River Falls 7:30pm
Swimming & Diving @ Washington University Invitational

Reflection: *Do I follow or do I lead?*

SATURDAY **23**

Women's Hockey hosts River Falls 2pm
Women's Basketball - Forester Tip-Off Tournament 1 & 3pm
Men's Basketball hosts Kalamazoo College 5pm
Handball hosts IHA Mens Contenders
Swimming & Diving @ Washington University Invitational
Theatre: Workshop-Playwright / Director collaboration by Victory Gardens theatre-2 day wkshp



All things are difficult before they are easy.
ITALIAN PROVERB

NOVEMBER

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SUCCESS TIP:

Before you research an essay topic, define its scope. Don't waste time researching unnecessary information!

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **24**

Theatre: Workshop-Playwright / Director collaboration by Victory Gardens theatre

MONDAY **25**

TUESDAY **26**

Women's Basketball @ University of Chicago

WEDNESDAY **27**

Thanksgiving Break

THURSDAY **28**

Thanksgiving Day

Thanksgiving Break
Women's Hockey hosts Buffalo State 7:30pm
Men's Hockey @ Marian College 7:30pm

FRIDAY **29**

Hanukkah (Sundown)

Reflection: *Who needs some special attention next week?*

Thanksgiving Break
Women's Hockey hosts Buffalo State 2pm
Men's Basketball-Midwest Challenge @ Eureka College LFC vs. Webster 6pm
Men's Hockey hosts Marian College 7:30pm

SATURDAY **30**

Hanukkah

We treat this world of ours as though we had a spare in the trunk.
AL BERNSTEIN

DECEMBER

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Take a 10 minute break for every 50 minutes of work. Stretch and exercise a little to keep yourself fresh.

SUNDAY 1

World Aids Day

Thanksgiving Break
Men's Basketball-Midwest Challenge 1 & 3pm

MONDAY 2

Celebr-Asian

TUESDAY 3

Celebr-Asian

WEDNESDAY 4

Celebr-Asian
Mens Basketball hosts Benedictine University 7pm

THURSDAY 5

Celebr-Asian
Theatre: Student Directed One-Acts

FRIDAY 6

Celebr-Asian
Theatre: Student Directed One-Acts
Mens Hockey @ Hamline University
Womens Hockey @ Stevens Point
Swimming & Diving @ Wheaton College Invitational
Handball @ Milwaukee Classic

SATURDAY 7

Reflection: *In which quadrant do I spend my time?*

Celebr-Asian
Trustee Scholarship I Program
Men's Basketball hosts Grinnell 1p
Chicago Alliance: "Kriskindl Markt" & Skating @ Millennium Park 2p
Women's Basketball hosts Grinnell College 3pm
CEC Sponsors BINGO! 8pm
Handball @ Milwaukee Classic
Men's Hockey @ Bethel
Women's Hockey @ Stevens Point
Swimming & Diving @ Wheaton
Theatre: Student Directed One-Acts

It is only possible to live happily ever after on a day-to-day basis.
MARGARET BONNANO

DECEMBER

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SUCCESS TIP:

Balance extracurricular activities with academics. Don't try to do too much - it will negatively affect your grades.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 8

Celebr-Asian
Lake Forest Lyrica Concert - featuring Jean & Kenneth Wentworth - Piano Duo 3pm Chapel
Handball @ Milwaukee Classic

MONDAY 9

TUESDAY 10

Last day of classes
Chorus & Orchestra Concert 7:30 Holiday Concert
Women's Basketball hosts Carthage College 7pm
Hockey hosts UW-Stevens Point 7:30pm

WEDNESDAY 11

Reading Days

THURSDAY 12

Reading Days

FRIDAY 13

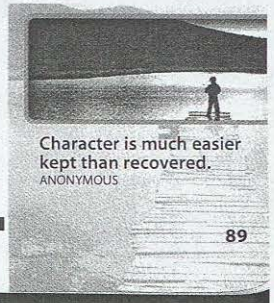
Final Exams

SATURDAY 14

Final Exams

Reflection: *What matters most to me?*

Lake Forest College



DECEMBER

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Planning for retirement? Plan it after the work's done...

SUNDAY **15**

Reading Day

MONDAY **16**

Final Exams

TUESDAY **17**

Final Exams

Final Exams

WEDNESDAY **18**

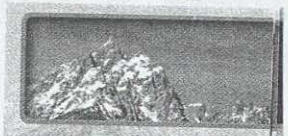
Beginning of Winter Break
Residence Halls close @ 12pm

THURSDAY **19**

FRIDAY **20**

Reflection: *What are the important things to accomplish next week?*

SATURDAY **21**



Age is something that doesn't matter unless you are a cheese.
BILLIE BURKE

DECEMBER

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Spend five minutes imagining your ideal future. Doing well in your education will help you make it a reality.

SUNDAY **22**

MONDAY **23**

TUESDAY **24**

WEDNESDAY **25**

Christmas Day

Kwanzaa

Boxing Day

THURSDAY **26**

FRIDAY **27**

SATURDAY **28**

Reflection: *What would I risk for success?*

Women's Basketball @ Hawaii Shootout LFC vs. Willamette College (OR) 12pm

Forgiveness is the key to action and freedom.
HANNAH ARENDT

DECEMBER

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Learn your learning style. Do you learn best when listening, when looking/reading, or when trying/acting?

SUNDAY 29

Men's Basketball @ Texas-Trinity/Southwestern 6 & 8pm
Women's Basketball @ Hawaii Shootout LFC vs. Elms College (MA) 2pm

MONDAY 30

Men's Basketball @ Texas-Trinity/Southwestern 6 & 8pm
Women's Basketball @ Hawaii Shootout LFC vs. Illinois Wesleyan 12pm

TUESDAY 31

Swimming & Diving - Training Trip to Nassau, Bahamas Jan 1-9

WEDNESDAY 1 *JANUARY*

New Year's Day

THURSDAY 2

FRIDAY 3

Men's Hockey hosts Concordia University 7:30pm

SATURDAY 4

Reflection: *Is my study space organized or cluttered?*

Men's Basketball @ University of Chicago 4pm
Men's Hockey hosts St. Johns University 7pm
Women's Hockey @ St. Mary's

The secret of getting ahead is getting started.
SALLY BERGER

JANUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Working through word problems? Sketch them out - you'll solve them faster.

SUNDAY **5**

MONDAY **6**

Three Kings Day

Spring Tuition Due

TUESDAY **7**

WEDNESDAY **8**

Men's Basketball @ Illinois College
Women's Basketball @ Illinois College

THURSDAY **9**

FRIDAY **10**

Men's Hockey hosts Milwaukee School of Engineering 7:30pm
Women's Hockey @ Eau Claire

Reflection: *How do I handle peer pressure?*

SATURDAY **11**

Men's Basketball @ Monmouth
Men's Hockey @ Milwaukee School of Engineering
Women's Hockey @ UW Eau Claire
Women's Basketball @ Monmouth

In the race for quality, there's no finish line.
ANONYMOUS

JANUARY

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SUCCESS TIP:

What's your future career? Try different things to discover your aptitude and interest. Blaze your trail!

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **12**

End of Winter Break
Residence Halls open 9:30am

MONDAY **13**

Registration
Final Tuition Payment Due
Health Insurance Waivers Due

TUESDAY **14**

First Day of Classes

WEDNESDAY **15**

THURSDAY **16**

FRIDAY **17**

Handball hosts "Sweet Sixteen Invitational"
Women's Hockey hosts Stevens Point 7:30 pm
Men's Basketball @ Carroll College
Men's Hockey @ St. Norbert College

SATURDAY **18**

Reflection: *Do people hear and understand my true intentions?*

Intercultural Weekend
Theatre: Wrkshp by Plasticene Thtr
Handball hosts "Sweet Sixteen Invitational"
Women's Hockey hosts Stevens Point 2pm
Men's Hockey hosts St. Norbert College 7:30pm
Swimming & Diving @ Wheaton College Quad Meet
Women's Basketball @ Lawrence
Men's Basketball @ Lawrence

Humor is the shock absorber of life; it helps us take action.
PEGGY NOONAN

JANUARY

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SUCCESS TIP:

Get involved in class. You learn more when you contribute to the topic being discussed.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 19

Intercultural Weekend
Athletics Open House

MONDAY 20

Martin Luther King, Jr. Day

Martin Luther King, Jr., Day Celebration, 4pm Chapel
Founders Scholarship Program II
Campus Visit Day
Intercultural Weekend
Theater: Auditions-The Food Chain 7-9pm

TUESDAY 21

Field Museum Overnight Program-Leave 4pm
Men's Basketball hosts Knox College 5:30pm
Women's Basketball hosts Knox College 7:30pm
Theater: Auditions-The Food Chain 7-9pm

WEDNESDAY 22

THURSDAY 23

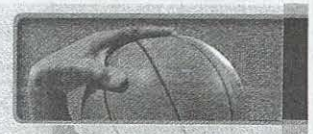
New Member Education Begins
Handball host IHA Womens Doubles
Women's Basketball hosts Beloit College 5:30pm
Men's Basketball hosts Beloit College 7:30 pm
Men's Hockey hosts UW-Superior 7:30pm

FRIDAY 24

Reflection: *What compliments have I given? ... received?*

SATURDAY 25

Senior Survival: Backpack to Briefcase, Nollen 1:00 pm
Handball host IHA Womens Doubles
Women's Basketball hosts Ripon College 3pm
Men's Basketball hosts Ripon College 5pm
Men's Hockey hosts College of St. Scholastica 7:30pm



The mind ought sometimes to be diverted, that it may return the better to thinking.
PHAEDRUS

JANUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Learn more by asking questions: What's important here? How does this fit in? What doesn't make sense? Why?

SUNDAY **26**

MONDAY **27**

Last day for permissable change of registration
Hazing Workshop for all New Members of Greek Organizations
Holt Memorial Chapel 7pm

TUESDAY **28**

"So Your Roommate Joined a Greek Organization" 9pm Nollen
Women's Hockey
Bethel vs. Lake Forest

WEDNESDAY **29**

THURSDAY **30**

Handball host IHA Mens Invitational Doubles
Womens Hockey hosts Superior 7:30pm
Mens Basketball @ St. Norbert
Mens Hockey @ UW-Stevens Point

FRIDAY **31**

Reflection: *What victories can I celebrate this week?*

Black History Month
Theatre: Workshop on auditioning & casting by Victory Gardens
Handball host IHA Men's Invitational Doubles
Swimming & Diving hosts Calvin College 1pm
Women's Hockey hosts Superior 2pm
Women's Basketball @ Beloit
Men's Basketball @ Beloit
Men's Hockey @ UW-Eau Claire

SATURDAY **1**

Chinese New Year

The wisest mind has something yet to learn.
GEORGE SANTAYANA

FEBRUARY

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SUCCESS TIP:

Character is the ability to stand true to your convictions. Are you a person of character?

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **2** — Groundhog Day

MONDAY **3**

Theatre: Auditions for PIP 7-9 (Playwrights-in-Progress)

TUESDAY **4**

Theatre: Auditions for PIP 7-9

WEDNESDAY **5**

THURSDAY **6**

Social Host Training 7pm Pierson Rooms A & B

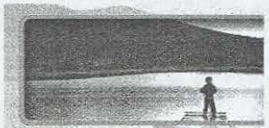
FRIDAY **7**

CEC Sponsors - Recycled Percussion
Women's Basketball hosts Lawrence College 5:30pm
Men's Basketball hosts Lawrence College 7:30pm
Handball @ Circle City - Indianapolis, IN
Women's Hockey @ River Falls

SATURDAY **8**

Reflection: *How well do I prioritize my tasks?*

Alumni Day
Swimming & Diving hosts IIT 11am
Chicago Alliance: "DuSable Museum of African American Heritage-meet @ commons 2pm
Women's Basketball hosts Carroll College 2pm
Men's Basketball hosts Carroll College 4pm
Men's Hockey hosts UW-River Falls 7:30pm
Women's Hockey @ River Falls
Handball @ Circle City-Indianapolis



My personal hobbies are reading, listening to music, and silence.
EDITH SITWELL

FEBRUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

What is the one thing you most want to learn? Figure it out. Then go learn it!

SUNDAY **9**

Christopher Mojekwu Dinner 6pm
Glen Rowan

MONDAY **10**

TUESDAY **11**

WEDNESDAY **12**

Women's Basketball hosts Illinois College 5:30pm
Men's Basketball hosts Illinois College 7:30pm

Lincoln's Birthday

THURSDAY **13**

Blood Drive: 10-4 Pierson Rooms
Women's Hockey hosts Eau Claire 7:30pm
Men's Hockey - NCHA Playoffs TBA Feb 14-28
Swimming & Diving Midwest Conference Championships @ Grinnell College

Valentine's Day

FRIDAY **14**

Reflection: *Do I tend to keep quiet or am I more vocal?*

SATURDAY **15**

Trustee II Scholarship Program
Theatre: Workshop - Puppetry & Clowning
Men's Tennis @ Ripon
Women's Hockey hosts UW Eau Claire 2pm
Swimming & Diving MWC @ Grinnell College
Women's Basketball @ Grinnell College
Men's Basketball @ Grinnell College

May you live as long as you want, and never wan as long as you live!
BIRTHDAY TOAST

FEBRUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Committing information to memory requires concentration and motivation. Staring blankly at some text won't cut it.

SUNDAY 16

Trustee II Scholarship Program
Swimming & Diving Midwest Conference Championships @ Grinnell College
Men's Tennis @ Whitewater

MONDAY 17

Presidents' Day

Trustee II Scholarship Program

TUESDAY 18

Women's Basketball @ Knox College
Men's Basketball @ Knox College

WEDNESDAY 19

THURSDAY 20

Handball @ Intercollegiate Tournament - Portland, OR

FRIDAY 21

Chorus & Orchestra Concert 7:30
Winter Concert
Swimming & Diving @ Carthage Invitational
Handball @ Intercollegiate Tournament - Portland, OR

SATURDAY 22

Reflection: *Are what I say and what I do in sync?*

Senior Day
Men's Basketball hosts Monmouth College 1pm
Women's Basketball hosts Monmouth College 3pm
Swimming & Diving @ Carthage Invitational
Handball @ Intercollegiate Tournament - Portland, OR

Washington's Birthday

It matters not what you are thought to be, but what you are.
ANONYMOUS

FEBRUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Be proactive! Pre-schedule a weekly hour of study and review for each class you're taking.

SUNDAY 23

Lyrica Concert in Chapel 3pm
Chicago String Quartet w/Larry Combs on the Clarinet
Handball @ Intercollegiate Tournament - Portland, OR

MONDAY 24

Warning grade reports due
Spring Leadership Award Nomination Forms @ LCI

TUESDAY 25

WEDNESDAY 26

Etiquette Dinner 7:00 pm
Theatre: The Food Chain by Nicky Silver-8pm

THURSDAY 27

Women's Basketball Midwest Conference Championship TBD
Men's Basketball Conference Tournament TBD
Theatre: The Food Chain by Nicky Silver-8pm

FRIDAY 28

Reflection: *How do I treat others? Am I respectful?*

SATURDAY 1

Women's History Month
Chicago Alliance: Women's History Month Exhibits-meet @ commons 12pm - Snacks
Women's Basketball Midwest Conference Championship TBD
Men's Basketball Conference Tournament TBD
Theatre: The Food Chain by Nicky Silver-2 & 8pm

Always do right...it will gratify some and astonish the rest.
MARK TWAIN

MARCH

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

On a multiple choice test, look for 'partner choices,' answers which are opposites. Often, one of them will be correct.

SUNDAY 2

MONDAY 3

Applications for New Student Orientation positions @ LCI
Theatre: Auditions-Hedda Gabler 4-7pm

TUESDAY 4

Mardi Gras

Theatre: Auditions-Hedda Gabler 4-7pm

Islamic New Year

Ash Wednesday

WEDNESDAY 5

THURSDAY 6

FRIDAY 7

Reflection: *Do I try to impress people? If so, how has it worked?*

Beginning of Mid-Semester Break
Softball Spring Break Trip Orlando, FL March 8-15
Men's Tennis Spring Break Trip - Scottsdale, AZ

SATURDAY 8

Reach high, for stars lie hidden in your soul. Dream deep, for every dream preceded the goal.
PAMELA VAULL STARR

MARCH

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SUCCESS TIP:

The purpose of writing is clear communication. That's why proper spelling, grammar, and punctuation are important.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **9**

MONDAY **10**

TUESDAY **11**

WEDNESDAY **12**

Swimming & Diving @ Women's NCAA Championships hosted by Emory University

THURSDAY **13**

Swimming & Diving @ Women's NCAA Championships hosted by Emory University

FRIDAY **14**

Reflection: *Do people seek my advice?*

Swimming & Diving @ Women's NCAA Championships hosted by Emory University

SATURDAY **15**

You don't have to be great to start, but you have to start to be great.
JOE SABAH

MARCH

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SUCCESS TIP:

Learn how to learn. Keep your interest high, your anxiety low, and approach each subject with enthusiasm.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **16**

End of Mid-Semester Break

MONDAY **17**

Purim (Sundown)

St. Patrick's Day

TUESDAY **18**

WEDNESDAY **19**

How to Prepare for GA Budget Hearings 6pm Pierson A & B

THURSDAY **20**

Swimming & Diving @ Men's NCAA Championships hosted by Emory University

FRIDAY **21**

Application for New Student Orientation Student Coordinator Due to LCI

Swimming & Diving @ Men's NCAA Championships hosted by Emory University

Reflection: *What am I doing to keep myself healthy?*

SATURDAY **22**

Swimming & Diving @ Men's NCAA Championships hosted by Emory University

Peace cannot be kept by force. It can only be achieved by understanding.
ALBERT EINSTEIN

MARCH

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Demand top performance from yourself. If you don't think you can do it, who will?

SUNDAY **23**

MONDAY **24**

Pride Week
Last day for approved withdrawl from a course with an automatic "W"

TUESDAY **25**

Pride Week

WEDNESDAY **26**

Pride Week

THURSDAY **27**

Pride Week
Theatre: Playwrights-in-Progress Performance 8pm

FRIDAY **28**

Pride Week
Field Museum Overnight Program- Leave 4pm
Team Orientation Leader Application for New Student Orientation Due to LCI
Softball @ Benedictine University
Theatre: Playwrights-in-Progress Performance 8pm

SATURDAY **29**

Reflection: *Where is my compass pointed? How do I get there?*

Pride Week
Theatre: Playwrights-in-Progress Performance 2 & 8 pm
Softball @ North Central College
Chicago Alliance: "Neighborhood Exploration: There's More Than Just Halsted - meet @ commons 3pm - Dinner

Life itself, the phenomenon of life, the gift of life, is so breathtakingly serious.
BORIS PASTERNAK

APRIL

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SUCCESS TIP:

Be smart. Seek help when you need it. Everyone does from time to time.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY
30
MARCH

Pride Week
International Student Organization Week

MONDAY
31
MARCH

Greek Week
International Student Organization Week
Chicago Alliance: "Need to Find an Apartment in Chicago?" - Pierson Room C 12-1pm

TUESDAY
1

April Fool's Day

Greek Week
International Student Organization Week
Chicago Alliance: "Need to Find an Apartment in Chicago?" - Pierson Room C 4-5pm

WEDNESDAY
2

Greek Week
International Student Organization Week

THURSDAY
3

Greek Week
International Student Organization Week

FRIDAY
4

Greek Week
International Student Organization Week
Orientation Leader Application for New Student Orientation Due LCI
Men's Tennis @ Chicago

Reflection: *Am I learning from my past mistakes?*

SATURDAY
5

Greek Week
International Student Organization Week
Chicago Alliance: "You Can Go Back Again (Revisiting 6 Chicago Experience sites) meet @ commons 12pm $5
Softball hosts Monmouth College 1pm
Men's Tennis @ Knox College & @ Monmouth

Lake Forest College

The more you praise and celebrate your life, the more there is in life to celebrate.
OPRAH WINFREY

APRIL

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SUCCESS TIP:

Take responsibility for your actions and your life . . . who else will?

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **6** — Daylight Savings Time Begins

International Student Organization Week
Chicago Alliance: "Chicago Apartment Walking Tour" meet @ commons 1pm - Snack
Softball hosts Illinois College 1pm
Theatre: PIP @ Victory Gardens Theater 7:30pm Bus leaves from commons @ 6pm

MONDAY **7**

Jewish Awareness Week

TUESDAY **8**

Jewish Awareness Week
Student Symposium

WEDNESDAY **9**

Jewish Awareness Week
Men's Tennis @ Augustana

THURSDAY **10**

Jewish Awareness Week

FRIDAY **11**

Jewish Awareness Week
Men's Tennis @ Whitewater Tournament

SATURDAY **12**

Reflection: *Am I set in my ways?*

Jewish Awareness Week
Softball Midwest Conference Classic @ Rockford, IL
Men's Tennis @ Whitewater Tournament

No man ever does as much today as he is going to do tomorrow.
BOB EDWARDS

APRIL

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SUCCESS TIP:

Develop your won't power: I won't waste time, I won't procrastinate, I won't . . .

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **13**

Jewish Awareness Week
Softball Midwest Conference Classic @ Rockford, IL

MONDAY **14**

TUESDAY **15**

WEDNESDAY **16**

Softball hosts Carthage College 3pm

Passover (Sundown)

THURSDAY **17**

Spring Leadership Awards 4pm
Chapel

Passover

FRIDAY **18**

Softball hosts Aurora University 3pm
Field Museum Overnight Program-Leave 4pm

Good Friday

SATURDAY **19**

Reflection: *Who can I thank this week?*

Men's Tennis @ Illinois College/Grinnell Triangle

In soloing - as in other activities - it is far easier t start something than it is to finish it.
AMELIA EARHART

APRIL

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SUCCESS TIP:

Use your time wisely. Always carry a text book or something that you can do while waiting.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **20** — Easter

MONDAY **21**

TUESDAY **22** — Earth Day

Softball hosts Univ of Chicago 3pm

WEDNESDAY **23** — Administrative Assistant's Day

THURSDAY **24**

Theatre: Hedda Gabler by Henrick Ibsen-8pm

FRIDAY **25**

Softball @ Grinnell College
Men's Tennis MWC Championship @ Madison, WI
Theatre: Hedda Gabler by Henrick Ibsen-8pm

SATURDAY **26**

Reflection: *Why am I here?*

Orientation Staff Training Pierson Rooms
Softball @ Knox College
Men's Tennis MWC Individual Tournament TBA
Theatre: Hedda Gabler by Henrick Ibsen-2 & 8pm

You've got your whole life to do something, and that's not very long.
ANI DIFRANCO

APRIL

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Listening skills are as important as speaking skills. When's the last time you practiced listening?

SUNDAY **27**

Eastern Orthodox Easter

Men's Tennis @ Madison WI

MONDAY **28**

TUESDAY **29**

Holocaust Remembrance Day

Last Day of Classes
Chorus & Orchestra Concert 7:30
Spring Concert

WEDNESDAY **30**

Reading Day

THURSDAY **1**

Reading Day

MAY

FRIDAY **2**

Final Exams
Softball MWC Championship
Tournament TBA

Reflection: *What's the last good book I read?*

SATURDAY **3**

Final Exams

Those whom we support hold us up in life.
MARIE VON EBNER ESCHENBACH

MAY

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SUCCESS TIP:

If you don't care where you're going, any road will do. If you do care, which path will you choose?

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **4**

Reading Day

MONDAY **5**

Cinco de Mayo

Final Exams

TUESDAY **6**

Final Exams

Final Exams

WEDNESDAY **7**

Residence Halls close for non-graduating students @ 12:00pm
Senior Picnic 4:30 pm

THURSDAY **8**

FRIDAY **9**

Reflection: *What's the last good show I saw?*

Commencement

SATURDAY **10**

There is as much dignity in tilling a field as in writing a poem.
BOOKER T. WASHINGTON

MAY

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SUCCESS TIP:

Writing a paper? First organize your ideas, then organize your essay.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **11**

Mother's Day

Residence Halls close for graduating seniors @ 12:00 pm

MONDAY **12**

TUESDAY **13**

WEDNESDAY **14**

THURSDAY **15**

FRIDAY **16**

Reflection: *What's my learning style?*

SATURDAY **17**

Armed Forces Day

Do not fear going forward slowly; fear only to stand still.

CHINESE PROVERB

MAY

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SUCCESS TIP:

Don't try to be the first to hand in a test. Spend extra time checking and double-checking your work.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **18**

MONDAY **19** Victoria Day (Canada)

TUESDAY **20**

WEDNESDAY **21**

THURSDAY **22**

FRIDAY **23**

Reflection: *What's my mission in life?*

SATURDAY **24**

When you come right down to it, the secret of having it all is loving it all.
DR. JOYCE BROTHERS

MAY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Studying something new? First look for patterns of meaning, then check the details.

SUNDAY **25**

MONDAY **26** Memorial Day

TUESDAY **27**

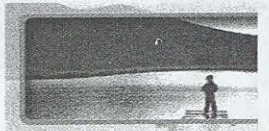
WEDNESDAY **28**

THURSDAY **29**

FRIDAY **30**

SATURDAY **31**

Reflection: *Is there anything that's controlling me? Does it spell t-r-o-u-b-l-e?*



Goal setting is the strongest human force for self motivation.
PAUL MEYER

Lake Forest College

JUNE

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Whether you're preparing a speech or an essay, save the best for last.

SUNDAY 1

MONDAY 2

TUESDAY 3

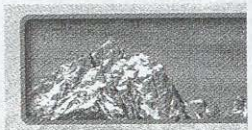
WEDNESDAY 4

THURSDAY 5

FRIDAY 6

SATURDAY 7

Reflection: *What have I done for my career prep?*



No matter how far you have gone on the wrong road, turn back.
TURKISH PROVERB

JUNE

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

By working cooperatively you can accomplish much more than you could ever achieve on your own.

SUNDAY **8**

MONDAY **9**

TUESDAY **10**

WEDNESDAY **11**

THURSDAY **12**

FRIDAY **13**

Reflection: *Do I take responsibility for my actions ?*

SATURDAY **14**

There is no such thing as a minor lapse of integrity.
TOM PETERS

JUNE

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Knowing how to say "No" can be one of your most valuable skills. To what kinds of things should you to say "No"?

SUNDAY **15** — Father's Day

MONDAY **16**

TUESDAY **17**

WEDNESDAY **18**

THURSDAY **19**

FRIDAY **20**

SATURDAY **21**

Reflection: *What can I do if someone ignores me?*

The amount of sleep required by the average person is about five minutes more.
MAX KAUFFMANN

JUNE

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29	30					

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Review, review, review: we forget up to 60% of what we learn - unless we review it.

SUNDAY **22**

MONDAY **23**

TUESDAY **24**

WEDNESDAY **25**

THURSDAY **26**

FRIDAY **27**

Reflection: *Where are my keys?*

SATURDAY **28**

Without enthusiasm there is no progress in the world.
WOODROW WILSON

JULY

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SUCCESS TIP:

Schedule time for work and play: both are equally important.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY
29
JUNE

MONDAY
30
JUNE

TUESDAY
1

WEDNESDAY
2

THURSDAY
3

Independence Day

FRIDAY
4

Reflection: *Do I need to improve on my 'won't power'?*

SATURDAY
5

Our aspirations are our responsibilities.
ANONYMOUS

JULY

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SUCCESS TIP:

Anything of value requires great effort. Believe you can succeed. Be willing to pay the price.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **6**

MONDAY **7**

TUESDAY **8**

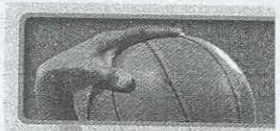
WEDNESDAY **9**

THURSDAY **10**

FRIDAY **11**

SATURDAY **12**

Reflection: *Am I interested, and am I interesting ...?"*



The key to success isn't much good until one discovers the right lock to insert it in.

TEHYI HSIEH

JULY

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27	28	29	30	31		

SUCCESS TIP:

What's your best time of the day? That's when you're capable of your best work.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **13**

MONDAY **14**

TUESDAY **15**

WEDNESDAY **16**

THURSDAY **17**

FRIDAY **18**

Reflection: *Do I spend my free time the way I would like?*

SATURDAY **19**

Don't go through life, grow through life.
ERIC BUTTERWORTH

JULY

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27	28	29	30	31		

SUCCESS TIP:

What's your best time of the day? That's when you're capable of your best work.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

20

MONDAY

21

TUESDAY

22

Personal directory

NAME/ADDRESS

PHONE/E-MAIL

Personal directory

NAME/ADDRESS	PHONE/E-MAIL

Personal directory

NAME/ADDRESS	PHONE/E-MAIL

You're on your way when you plan your day.®

SCHEDULE *(Use pencil to allow for possible changes.)*

DAY					

NOTES

Personal directory

NAME/ADDRESS	PHONE/E-MAIL

YOUR WORLD.
YOUR CHANCE TO MAKE IT BETTER.

AMERICORPS. GIVE BACK FOR A YEAR. SERVE YOUR COMMUNITY. CHANGE YOUR LIFE.

AmeriCorps is an awesome adventure and a way to put your idealism into action. If you have what it takes to live up to your dreams, join 50,000 AmeriCorps members and help others in need.

You decide how and where to serve

In AmeriCorps, you decide what you want to do and where you want to be. You could tutor children in your own community, work in a national park more than a thousand miles away, build homes for low-income families in rural areas, or restore urban streams.

Our online application process on americorps.org matches your interests with programs and then generates a list of opportunities for you.

- *Go to americorps.org and click on the "How to Join" button;*
- *Give your user name and e-mail address. Registration is free, secure and involves no commitment;*
- *Select "Customized Search" to generate a list of projects that interest you;*
- *Apply. It's quick and easy!*

Gain experience and skills for the rest of your life

As an AmeriCorps member you'll gain teamwork, communication, and leadership skills. And you'll gain the personal satisfaction of taking on challenges and seeing results.

Earn a living allowance, plus money for school

AmeriCorps members receive a living allowance, health insurance, student loan deferment, and training. After you complete your term, you'll receive $4,725 to help pay for college, graduate school, vocational training, or to pay off student loans.

Thousands of opportunities to serve

There are many ways to give back in AmeriCorps:

- Work with one of nearly 1,000 programs that make up AmeriCorps. Many of these are run by well-known organizations, like Habitat for Humanity or Boys and Girls Clubs. You might also serve in your local community center or place of worship.
- Join AmeriCorps*NCCC (National Civilian Community Corps). These members live on one of five campuses across the country and travel to other communities to serve where there is the greatest need.
- Serve with AmeriCorps*VISTA (Volunteers in Service to America) to help eliminate poverty. AmeriCorps*VISTA members recruit and train volunteers, write grants, gather sponsorships and donations, and plan community meetings.

For more information or to apply, go to americorps.org or call 1.800.942.2677 [1.800.833.3722 TTY]

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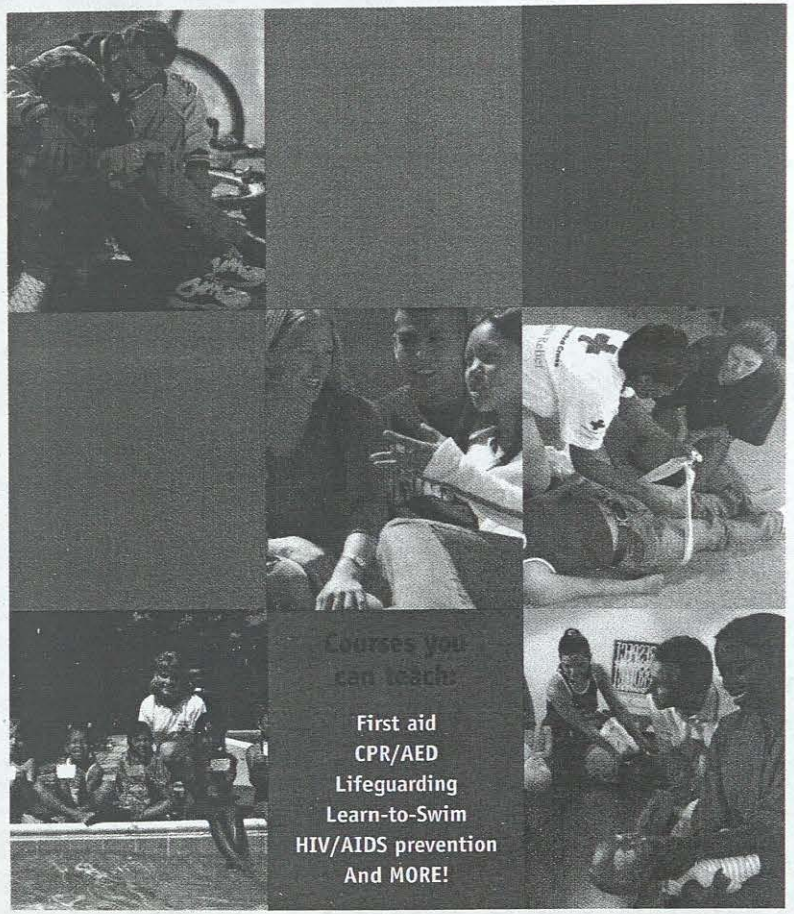
Have You Saved a Life Today?



Become an American Red Cross Instructor and help save thousands of lives. You'll build your resume, earn money and gain valuable teaching experience!

For more information—contact your local American Red Cross chapter or visit us at www.redcross.org

American Red Cross

Together, we can save a life